



City Council Meeting

Monday, November 8, 2021 at 6:00 pm

Meeting Location

320 N Main St. Falls City, OR 97344 (or Web Application, in writing)

How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in:
 - a. 1 253 215 8782
 - b. Meeting ID: 878 7406 4319
 - c. Passcode: N/A
 - d. You will be muted but may “raise your hand” to indicate you wish to comment.
3. Web Application: Zoom Webinar
[Zoom](#)
 - a. Meeting ID: 878 7406 4319
 - b. Passcode: N/A
 - c. You will be muted but may “raise your hand” to indicate you wish to comment during Public Comments.
4. Write-In: Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

1. CALL TO ORDER & ROLL CALL

TJ Bailey, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___
Jennifer Drill ___ Tony Meier ___ Amy Houghtaling ___ Martha Jirovec ___

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

- a. Proclamation for John Schoon

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report**
- b. Falls City Fire Report**
- c. Polk County Sheriff's Report**

Not Submitted

6. REPORTS

- a. Mayor**
- b. Council**
- c. Manager Report**

7. CONSENT AGENDA

a. Approval of the Minutes

- i. September 13, 2021, Regular Meeting
- ii. September 16, 2021, Special Meeting
- iii. October 18, 2021, Regular Meeting

b. Approval of the Bills

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

Please limit your commentary to five (3) minutes or less.

9. NEW BUSINESS

- a. Land Use Variance 2021-01 260 Lombard**
- b. Supplemental Budget 1**
- c. Code Enforcement Vehicle Magnets**
- d. ARPA Funds for Wastewater**
- e. Sale of Land to Falls City**
- f. COVID Premium Pay for Staff**

10. OLD BUSINESS

- a. Polk Cemetery Savers**
- b. Code Enforcement Officer Update**

11. CITIZEN COMMITTEES

- a. Parks & Recreation, Public Works, Historic Landmarks are all back to in person meetings located at the Community Center.**

Historic Landmark Commission will meet on Wednesday, November 10, 2021, and Monday, November 22, 2021, both meetings are at 5 p.m.

Parks and Recreation will meet on Wednesday, November 17, 2021, at 6 p.m.

Public Works Committee will meet on Thursday, November 18, 2021 at 6 p.m.

12. GOOD OF THE ORDER

13. ADJOURN

Contact: Jamie Ward, City Recorder (jward@fallscityoregon.gov 503-787-3631) | Agenda published on
11/05/2021 at 12:26 PM

City of Falls City

Proclamation

Whereas: John Schoon served as State Representative for the region including Falls city from 1979 through 1995; and,

Whereas: John Schoon generously donated \$50,000 to close out the loan the city of Falls City had on the Falls Park; and,

Whereas: John Schoon donated an extra \$5,000 to be used to clean up and develop the park; and, finally,

Whereas: This proclamation only celebrates a portion of fmr. Rep. Schoon's many decades of public service to the region.

Now, Therefore, Be It Proclaimed that I, TJ Bailey, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the City of Falls City is grateful to John Schoon for his service to the Falls City Community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 8th day of November, 2021.

TJ Bailey , Mayor



Public Works Report October of 2021

Administration

Normal operations.

Water Division

On the 21st we had a service break at the main at 440 Ellis.

Sewer Division

Normal operations.

Streets Division

Normal operations.

Parks & Cemeteries Division

Normal operations.

Non-Sewer Wastewater Division (TMDL)

Normal operations.

Falls City Fire Department

Activity Report for Council Meeting November 2021

Greetings!

October was again another busy month for the Fire Department, although our call volume was a little slower, we have been busy putting our Grant money to work and lots of new training!

Grant Updates

We have been so fortunate to obtain some Grants again this year as you know. With our ODF Grant money we have been able to purchase Wild Land Gear to replace our old, outdated (and non existent) pants, shirts, helmets, safety goggles and gloves. This is the first time every volunteer wild land fire fighter has had complete PPE for Wild Land Fire Fighting that was not 2nd or 3rd hand me downs from other departments. And they actually fit us! This grant also provided fire and Wild Land hand tools that we have never had, or replaced old, broken ones. About a \$7,000.00 savings.

With the AFG Grant, which was a big one, we were able to replace all of our outdated Air Packs and Air Bottles. Per NFPA standards we would have had to stop using the old sets by next year. This saved the City \$89,000.00. Another huge benefit was the Grant that replaced our out dated hand held radios. Another \$13,000.00 savings. These radios are compliant with the new Emergency Management Communication requirements.

We also have received an EMS Rural Training Grant for \$24,000+. Which we are requesting the Council to please approve into a Supplemental Budget for us during this month's council meeting.

This is a unique training grant that will give us tools and equipment, text books, etc to train a wider scope of emergency medical training, including Substance Abuse, Mental Health, Mass Casualty Incidents, Active Shooter, Disaster Preparedness, Stop the Bleed and more State Certified EMR's. Part of this grant allows for some much needed updates to our training room, such as new tables, electrical improvements, and new overhead light fixtures. To save money, for our overhead lights, can use the existing fixtures, but upgrade the 40 year old light bulbs and lenses with new energy efficient LED lights. Which should improve lighting and save on utility bills. We will save the old tables for the Community Center projects or when citizens need to borrow a table or two for family get-to-gathers, yard sales, etc., as we have always done. I am really excited about the new Auscultation Simulation Manikin that comes with real heart tones, lung sounds, 12 pulse points, programmable Blood Pressures and an IV access arm!

Training

I am very pleased to announce that in October I was able to conduct a State Certified EMR (Emergency Medical) Course in house. The same class out-side of the dept would have cost over \$1,000.00 per person. We had 3 adults take and pass the 48 hour course. They are waiting for their background checks to go through in order to receive their state license and certification as EMR's. I expect them to have their licenses and ready to respond on medical calls as EMRs by the end of this month! This will give us some more medics for day time calls during the week as well as nights and weekends.

We continue to train existing and new members in Fire Fighting each week and work towards their state certification at different levels of fire certifications as well as Wild Land training too.

Again, we are fortunate that some of us are certified to train these classes in house, saving money, volunteer's time and travel, and a better opportunity and ease for our members to receive that training.

Membership

As with every department, volunteers are hard to come by. We have lost several over the last two years due to having to move further away for work, or simply can not find housing in Falls City. However, we have gained several new adult and junior members this year. In October we welcomed 2 new Adult Volunteers, and another new Junior Member to our team!

Membership, continued

Falls City Fire Department is one of the last to still offer a Junior Fire Fighter program. We have been proud to support this opportunity for our young folks for over 40 years. Anyone who is 13 years of age or older, may apply to join. The requirements are: they must be at least 13 years of age, have written permission by a parent or guardian and their school principal, be enrolled in school or home school and maintain good attendance with at least a C average. They must be a responsible citizen in good standing, (not getting into any legal trouble), and must hold good attendance records for training and fire department extra community activities such as Toys for Tots, Santa, food boxes, etc. Once they turn 18 they are then voted in as full adult members.

We recruit our Juniors through parents who are already on the fire dept. or inquire about the program. My volunteer training such as First Aid, CPR classes, or helping with Cert training in the schools has recruited several of our Junior volunteers. The Fire dept also conducts Community Public Educational programs in the schools with fire safety events, "what it means to be a fire fighter or EMT", home fire escape plans, etc. every year, which sparks interests in our young people to get involved in the dept. Each Junior is "sponsored" by one of the adult members and becomes their mentor for drills and calls. They are allowed to go on calls with the mentor with certain exceptions in more difficult or sensitive calls.

Community Support

With COVID restrictions for the second year, the fire department offered walk up or drive up Halloween Trick or Treaters. We handed out Halloween Buckets with some fire stickers, posters, information on how to join, little toys or games, a few school supplies, and of course some good ole fashioned candy. Hot Cider or coffee for Moms and Dad's was also offered. The kids had fun going back and forth between the Mt Gospel Church and the Fire Dept providing a safe and fun Halloween for our kids. We estimate we had about 50 kids stop by and maybe 20 "big" kids (parents) :-)

CALLS

10 Medical Calls
1 MVA (outside City Limits)
1 Grass Fire (outside City Limits)
1 Smoke complaint (UTL) (Outside City Limits)
13 total calls

We were able to respond to all calls, including the 3 outside (Rural) calls.
(To my knowledge, we did not see SW respond on these outside calls)

Thank you for your time. This is a much longer report than normal, but AJ and some of you have been asking about various items I have mentioned here today for you, so I hope that you enjoy this report. Please feel free to contact me with any questions that you may have. As always the department and volunteers greatly appreciate all of your support, hard work and dedication to the Community and department. Our Community is truly blessed to have you!

Also, congratulations AJ on your One Year Anniversary as our City Manager! We look forward to many more years to come working with you. :-)

Take Care, and Stay Well
Happy Thanks Giving!
Sharon Volk Greve
Assistant Chief
Falls City Fire
Cell: (503) 871-5140

Falls City Fire Dept. FIRE or EMS Training Roster Today's Date 10-31-2021

	Name	Rank/Cert	DPSST	Member Active	Recorded/date/
1	Albert, Lori (4-11)	Eng /EMT I	12941	Y	
2	Bishop, Julee' (2-	Sup.Prob F F/M	24016	Y	
3	Creekmore, Donna (8-18)	Chaplain		Y	
4	Creekmore, Jonathon G. 10-07	AC/EMR	24943	Y	
5	Creekmore, Virginia 09-2021	Junior		NEW JR MEMBER	
6	Cushway, Mason (11-2019	Junior (F /M)		Y	
7	Dunmire, Brody(5- 20)	Prob FF	40750	N LOA WORK	
8 *	Elzner, Channon 09-2021	Prob Support		Y	
9 *	Frink, Kevin 10-2021	Prob FF		NEW ADULT MEMBER	
10	Gusarov, (Geno) Gennadiy (9-20)	Prob FF M		Y	
11	Jennifer, Drill (9-19)	Prob FF		Y	
12	Epperson, Jay (7-20) (1-14)	Cpt. EMR	14346	Y	
13	Gilbert, John (9-06)	BC/EMR	23390	Y	
14	Inman, Larry (5-19)	FF/EMR	15572	Y	
15	Richardson, Abbey (9-18)	Prob FF/M	38799	Y	
16	Schwarz, Hannah (7- 20)	Junior		Y	
17	Schwarz, Staci (9- 19)	Prob/FF/M	404749	Y	
18	Schwarz, Jeff (5- 17)	Junior Prob FF/ M		Y	
19	Schwarz, Jon, Jr. (5-16) Adult 12-19	Prob FF	37498	Y	
20	Schwarz, Jon, Sr. (5-17)	Prob FF/M	37498	Y	
21	Smith, Paul (1-96)	BC /EMR	11555	Y	
22	Volk Greve, Sharon	AC/EMT I	11590	Y	
23	Wagner, Danielle 7-16	Prob FF	37501	LOA work/school	
24	Wagner, Karl C. (1- 00)	Capt FF	15575	LOA work/school	
25	Young, Robert (1- 82)	Chief EMR	06608	Y	

Revised 11-2021 Sharon V. Greve, A/C



OFFICE OF THE MAYOR
TJ BAILEY

Mayor's Report November 8, 2021

Polk County Monthly Breakfast

I had the opportunity to represent Falls City at the monthly Polk County Breakfast on October 29, 2021 at the New Morning Bakery in Dallas, Oregon. It was at this breakfast I was able to listen to our neighboring community partners on projects in their respective cities. I was able to share information about our community, specifically, I updated them on the River's Edge Skatepark Project and how COVID has significantly impacted our progress to developing a much needed recreational outlet for our youth.

I had the privilege to meet our State Representative for District 23, Anna Scharf. I am in communications to meet with her as she is excited to represent our city and to help us in any way possible to help find funding for current and future projects.

River's Edge Skate Park

Fundraising efforts continue to help fund our skateboard project through our bottle and can drive. I would like to sincerely thank the Boondocks for their endless contributions of cans and bottles.

At the beginning of the project there was an abundant amount of energy from our youth to help with this project. Due to COVID, summer activities and school starting, the energy has not been present like I had hoped. I am hoping to host a town hall either November 16th or 17th to create the energy and buzz to really get this project moving. As soon as a date is finalized information will be sent to the community to attend this event.

City Manager Evaluation

The evaluation form for our City Manager has been finalized. In hopes of transparency, the council will have an opportunity to review the evaluation form and ask any questions in regards to it. With help from one of our previous Mayors and from local Mayors in the Monmouth and Independence area, I have customized a traditional Likert rating scale evaluation for our council and for our City Manager. It is my hope that this evaluation can be used as our standard

evaluation for years to come. It is a simple and effective tool for council members to give their evaluation of our City Manager with room to make comments if they choose to do so. In the future, council will have the option to choose either electronically completing the evaluation or fill it out by hand.

Timeline for the process is as follows:

Who	What	When
Councilors & Mayor	Receive Evaluation Form	November 8, 2021
City Manager	Prepares self-evaluation in narrative form	November 22, 2021
Councilors	Complete forms-turn in to Mayor (all forms must be signed, dated, and turned into the Mayor on November 22, 2021 by 5PM to be used in the evaluation)	November 22, 2021
Mayor and Council President	Tabulate and summarize results of Council forms	December 4, 2021
Mayor	Distribute composite evaluation form and CM self-evaluation	December 10, 2021
Council, City Manager	Executive session meeting to review evaluation data (City Manager may call for open session upon their request)	December 13, 2021

Community Thanksgiving Dinner November 20th

The Falls City Community Thanksgiving Dinner is Saturday, November 20th. This year will be a “to-go” only with pickup at the Community Center beginning at 12PM and going until 2PM.

Donations are still needed in order to host this amazing event. The following items are needed to help make this event successful:

Turkey (need 18 total) Onions
 Bread crumbs for stuffing Turkey Gravy
 Celery Cranberries
 Green Beans Butter
 Mushroom Soup Half and Half
 French’s fried onions Whipped Cream
 Potatoes (100lbs) Dessert (pies/cakes/cookies)
 Yams/Sweet Potatoes (100lbs) Aluminum foil

Please deliver all food items to the donation bin at the general store. Donations of money allows the volunteers to purchase food in bulk at a lower price as well as get last minute items. Money can be given to the staff at the store or donated via the link on the Falls City Thrives Facebook page.

If you have questions or would like to volunteer during the dinner (cooking, cleaning, handing out boxes), please contact Dana Schowalter.

Thank you Dana for your hard work in organizing this amazing event.

Mayor Office Hours

Beginning November 9th, I will have set office hours at City Hall from 4:00PM until 5PM every Tuesday and Thursday. Please feel free to stop by and discuss any city business or learn more about how you can get involved in our city events and activities.

I look forward to seeing you during office hours.

Thanks to all of you for your continued service. It is my privilege to work with all of you for the betterment of our great city.

Sincerely,

TJ Bailey, Mayor

City of Falls City Performance Evaluation

City Manager

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives that assist in the achievement of the City Council goals. This performance evaluation is intended to promote efficient and effective performance and to identify good performance and to identify areas where improvement could result in more efficient and effective performance.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Administrator's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. It shall also be the basis for contract extension and compensation decisions.

1. **If the criteria, standards and policy directives change, a public process is to be followed as outlined in ORS 192.660 (1)(i).**
2. **The timeline for the process is as follows:**

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Mayor and Council President	Tabulate and summarize results of Council forms	December 4, 2021
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Council, City Administrator	Executive session meeting to review (Admin may call for open session)	December 13, 2021

INSTRUCTIONS

Review the City Manager's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the City Manager on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

Performance Evaluation

City Manager

Date: December 13, 2021

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory **(1)** The employee's work performance *in this area* is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.

Improvement **(2)** The employee's work performance *in this area* does not consistently meet the
Needed standards of the position. Serious effort is needed to improve performance.

Meets Job **(3)** The employee's work performance *in this area* consistently meets the standards
Standard the position.

Exceeds Job **(4)** The employee's work performance *in this area* is frequently or consistently above
the Standard level of a satisfactory employee, but has not achieved an overall level of outstanding
performance.

Outstanding **(5)** The employee's work performance *in this area* is consistently excellent when
compared to the standards of the job.

I. Performance Evaluation and Achievements

1. City Council Relations

- A. Effectively implements policies and programs approved by the City Council.
- B. Maintains timely, clear, concise and thorough reporting to the City Council
- C. Accepts direction/instructions in a positive manner and works proactively to research, analyze and respond and/or act within agreed-upon time frame.
- D. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations that may impact the City.
- E. Provides the City Council with clear report of anticipated issues that could come before the City Council

Item	1	2	3	4	5	N/O
A						
B						
C						
D						
E						

Comments related to City Council Relations:

2. Internal & External Customer Service

Item	1	2	3	4	5	N/O
A						
B						
C						
D						

- A. Is courteous and projects a positive public image.
- B. Maintains effective relations with media representatives.
- C. Ensures city staff readiness, responsiveness and resourcefulness to offer excellent service to internal and external customers
- D. Brings positive options and ensures resolution of conflicts and citizen complaints.

Comments related to Internal & External Customer Service:

3. Management/Supervision of Staff

Item	1	2	3	4	5	N/O
A						
B						
C						
D						

- A. Works well with other employees.
- B. Effectively evaluates performance of employees against job descriptions and department goals.
- C. Uses effective supervisory skills, including appropriate delegation of responsibilities.
- D. Recruits and hires qualified and effective staff.

Comments related to Management/Supervision of Staff:

4. Leadership

Item	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A						
B						
C						

A. Encourages professional development opportunities and plans for staff and Council.

B. Creates and maintains a culture of customer service, proactive outreach and innovation.

C. Assists Council in setting goals and objectives that are productive and realistic, while reaching towards agreed-upon long-term community vision.

Comments related to Leadership:

5. Fiscal Management

Item	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A						
B						
C						
D						
E						

A. Prepares realistic annual budget that reflects input from department heads for ongoing programs, program enhancements and/or reallocation in the context of current fiscal conditions.

B. Seeks efficiency, economy and effectiveness in all departments and programs.

C. Controls expenditures in accordance with approved budget.

D. Keeps City Council informed about revenues and expenditures, actual and projected.

E. Ensures that the budget supports the City Council's goals and objectives in a clear manner.

Comments related to Fiscal Management:

6. Personal Traits

Item	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A						
B						
C						
D						
E						
F						
G						
H						

A. Communication: Ensures both oral and written communication is clear, concise and articulate.

B. Initiative: Proposes, when appropriate, ideas that could represent new or different ways to advance Council, department, staff or management goals.

C. Judgment: Exercises good judgment in fiscal, personnel and other matters of public concern.

D. Fairness and Impartiality: Deals with the Council, department heads, and staff in a fair and impartial manner.

E. Creativity: Demonstrates a willingness to explore new ways to leverage existing and potential assets.

F. Professional Development: Seeks and undertakes professional development opportunities that could enhance efficiency, effectiveness and creativity in areas that would benefit the City.

G. Professional Leadership: Seeks leadership roles in local and regional organizations.

H. Ethics and Morals: Exhibits high standards of personal moral and ethical behavior.

Comments regarding Personal Traits:

7. External Stakeholder Relations

Item	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A						
B						
C						
D						
E						
F						
G						

A. Builds and maintains active partnerships with local, regional, state and federal government jurisdictions and agencies.

B. Builds and maintains active partnerships with non-profit and non-governmental organizations.

C. Builds and maintains active partnerships with private enterprise.

D. Builds and maintains relationships with members of boards and commissions.

E. Ensures strategic pursuit of financial resources (grants) from other agencies, including proactive notice to Council of opportunities that may require re-prioritization of goals.

F. Contributes to good government through regular participation in local, regional and state committees and organizations.

G. Lobbies effectively with legislators and state agencies regarding City programs and projects.

Comments regarding External Stakeholders:

II. Notable Achievements relative to performance goals and objectives for this evaluation period:

III. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory ____ Improvement ____ Meets Job ____ Exceeds Job ____ Outstanding ____
Needed Standards Standards

Summary Comments:

IV. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period.

This evaluation has been reviewed and discussed between the City Council and the City Manager on:

DATE: _____

Council Members

Concurrence

Mayor

YES / NO

Councilor

YES / NO

Councilor

YES / NO

Councilor

YES / NO

Councilor

YES / NO

Councilor

YES / NO

Councilor

YES / NO

City Administrator

Signature

Date

Next Evaluation Date



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report November 8, 2021

Introduction

It's hard to believe but it has been almost a full year since the council chose me to be their next city manager and it would be an understatement to say that it has been an eventful one. We've had several challenges that have pushed staff to excel in the face of adversity and now we're just getting ready to deal with the hardships of the cold season. For my part, I feel very privileged to be able to work for a community with incredible potential and amazing people doing their best to improve it. A special thanks goes to the city council for their continued public service, and especially of their support of my work, as I strive every day to keep earning the faith placed in me.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. Thanks to the unprecedented federal funding from the American Recovery Plan Act, the city will receive funds that can help in paying for the various required assessments for USDA-RD funding of the project. Thanks to these funds, and the approved CDBG grant dollars we will receive for this project, we are moving forward with the Preliminary Engineering Report (PER). This planning document is required by state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. In addition, based on guidance from our state and federal partners, we will apply part of the CDBG funding to pay for USDA's Cultural Resource Survey, and the USDA SEARCH grant to pay for the aforementioned PER. This will ensure that all grant funding options available to the city are applied for eligible portions of the project, in order to meet all state and federal requirements. Once these milestones are completed, the project will move out of the design phase into the construction phase with a bidding process aimed at the next construction cycle. The work to complete the required assessments for USDA's RD funding has begun in earnest and is proceeding according to plan. Our city's contract engineers are overseeing these tasks with their subcontractors and are keeping all of the funding agencies apprised of their progress at the monthly meetings. Based on the current timetable, the next milestone is for the PER to be completed in early 2022, for submission thereafter to USDA for their review.

Luckiamute Clinic Business Space – We are happy to announce that the Polk County partners who submitted a business assistance grant to allow businesses in the Luckiamute Clinic Business Space access to technical support for their operations have been successful. As this assistance will range from in-depth/technical expertise on financials, to general operations to marketing etc. it will be very useful to current and future tenants for the duration of the grant contract. We are continuing talks with Salem Health to see if they can provide direct health and wellness and/or telemedicine services to Falls City, and in the meantime are partnering with them on their monthly health fairs that, among many other health services, bring vaccinations to our small community. Finally, as all of the separate rooms in the back of the clinic, as well as the upstairs are now occupied, we are now looking at the challenge of dealing with an old building during the fall & winter months. Heating and electrical issues have been brought to our attention by tenants and City Hall is now working on ensuring proper power and heating service to the building. A staff report will be included in the December council meeting looking at various funding options for improving heating and electrical that were not included in the original renovation of the building.

Cemetery Clean-up – Thanks to the gracious and generous offer by the Polk Cemetery Savers, who have helped Falls City in the past by cleaning up the Falls City Lower Cemetery, the ongoing and excellent clean-up of the Upper Cemetery has come to a close for the calendar year (report is attached in the agenda). Updates on this group's progress can be found on Falls City community Facebook pages. Anyone interested in supporting these community volunteers is encouraged to reach out to the Polk Cemetery Savers. We look forward to the volunteers resuming their work in the coming spring when the weather improves. On a related note, staff will be looking into the Polk Cemetery Savers' suggestion of eliminating glass containers (for flowers) from the cemetery by bringing up the issue at an upcoming Parks & Recreation Committee meeting.

Code Enforcement & Municipal Court – Falls City staff has signed a contract with the city of Dallas for use of their Code Enforcement officer to provide code enforcement services to Falls City on a contractual basis. Though Mark Lapinskas had toured our community several times, familiarizing himself with the various levels of code non-compliance, he has now accepted a position in a different organization and thus will not be able to continue his work for the city of Dallas, and by extension the city of Falls City. The city of Dallas has sent Falls City an amendment to the contract stipulating that as soon as they bring back enough staff to accommodate the original terms of the contract, they will resume their code enforcement services in Falls City (Attached in Agenda). In the meantime, city staff will continue to communicate with residents regarding non-compliance issues. The scheduled town halls will be postponed until we can introduce the new code enforcement officer to the community.

Towing Services – Though the Code Enforcement program is on hold for the moment, work to ensure that the community is ready for its resumption, is ongoing. Discussions with the Falls City School District and Myers towing have begun with a view of having an agreement ready for when the code enforcement process is ready to resume. As abandoned and inoperable vehicles is one of the high priority non-compliance issues that affects the health and safety of residents, city staff and school district staff will work to ensure we are ready to deal with them in the coming months.

Emergency Escape Routes out of Falls City – City staff, including the City Manager, Fire Chief and Deputy Fire Chief, have been in contact with Polk County's Emergency Manager to begin discussions on what a Falls City EOP (Emergency Operations Plan) might look like, vis-à-vis the County EOP's Plan. Falls City staff will meet with Polk County's Public Works Director (or his designee), a Sheriff's Office representative (as they oversee evacuations), and Polk County's Emergency Manager to further discuss a potential EOP alignment/collaboration. As there are limited access roads in/out of Falls City, this is a worthwhile endeavor given the devastating impact of the Labor Day fire on the City of Detroit in 2020.

Sincerely,

A handwritten signature in blue ink, appearing to read "AJ Foscoli". The signature is stylized with a large, looped initial "A" and a cursive "Foscoli".

AJ Foscoli



City Council Meeting

Minutes

Monday, September 13, 2021 at 6:00 pm

Meeting Location

320 N Main St. Falls City, OR 97344 (or Web Application, in writing)

How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in:
 - a. 1-253-215-8782
 - b. Meeting ID: 986 5676 6387
 - c. Passcode: 585730
 - d. You will be muted but may "raise your hand" to indicate you wish to comment.
3. Web Application: Zoom
 - a. Meeting ID: 986 5676 6387
 - b. Passcode: 585730
 - c. You will be muted but may "raise your hand" to indicate you wish to comment during Public Comments.
4. Write-In: Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

1. CALL TO ORDER & ROLL CALL

Minutes:

The meeting was called to order at 6:00 p.m. All Councilors were present

2. PLEDGE OF ALLEGIANCE

Minutes:

Mayor Bailey led Council in the Pledge of Allegiance.

3. MOTION TO ADOPT THE ENTIRE AGENDA

Minutes:

A motion was made by Councilor T. Meier and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

Vote results:

Ayes: 6 / Nays: 0

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS**Minutes:**

Councilor A. Houghtaling wanted to let council know that the back to school bash was a huge success and to thank council for approving the street closure for both the back to school bash and the dedication at the school. Houghtaling also stated that the mini health fairs start on Friday October 15, 2021.

Mayor Bailey wanted to let council know how much he appreciated city staff and all that they do. He mentioned that he went on a tour with Public Works Director Jon Creekmore and got a first hand view of all it takes to keep our city up and running. He wanted to give a special shout out to Athena Warred, Jamie Ward, Jon Creekmore and Rob Kapple for doing such an excellent job.

5. COMMUNITY & GOVERNMENT ORGANIZATIONS**a. Falls City Public Works Report****Minutes:**

Councilor M. Jirovec wanted to ask if there is a timeline for when our Public Works Employees will be certified in water and wastewater.

b. Falls City Fire Report**c. Polk County Sheriff's Report****Minutes:**

No comment

6. REPORTS**a. Mayor****Minutes:**

Mayor Bailey mentioned in his verbal report that on August 27, 2021 we went on a tour with Public Works Director, Jon Creekmore of our wastewater and water facilities and recommends to council to do it also. It was very eye opening to see how our citizens get our water as well as the hike it takes to get to where our water comes from.

Mayor Bailey stated that he received message from a gentleman that is from the Eugene area stating how extremely proud and excited he is in Falls City for recognizing Pride Month in the month of August. He say the article in the Statesman Journal describing how Falls City display's flags up and down North Main St. during the third week of August. He stated that he and his son will be visiting Falls City in the near future.

b. Council**Minutes:**

Council L. Sickles brought up a concern she heard from a customer visiting her restaurant. She stated that she had received a letter for Polk County and called to ask questions and was told that there will be a foul smell from the that will omit from the new lagoon wastewater systems and that the lady from Polk County (could not remember the lady's name is) that they do not care that it will decrease the property value.

Councilor T. Meier stated that on his trip to the "Rickerall" lagoon system there was only one very small spot that omitted a foul odor, other than that there was no order at all.

Councilor T. Meier also brought up that Public Works Committee would like to adjust the previous Ordinance regarding street parking.

Councilor D. Sickles stated that the dedication of the Dunaway building went really well, and that the closing of the street worked out great. He also stated that Mrs. Dunaway was really overwhelmed and appreciative.

Councilor D. Sickles reminded council that the annual SOLVe event is this coming Saturday at 9 a.m. and that it would be really nice for community members to show support and offer some time out of their day and volunteer.

Councilor M. Jirovec asked if she could get a year to date of budget verse actual report? .

c. Manager Report**Minutes:**

City Manager Foscoli went over his managers report (see exhibit A)

City Councilor M. Jirovec asked f there was going to be a delay in the wastewater project due to Westech scheduling.

City Manager Foscoli said no there wasn't going to be any scheduling conflicts

7. CONSENT AGENDA**Minutes:**

A motion made by Councilor A. Houghtaling and Seconded by Councilor T. Meier that the City Council of the City of Falls City accept the consent agenda approving the July 12, 2021 City Council Minutes, and the Bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec. Nays:

a. Approval of the Minutes**b. Approval of the Bills****8. PUBLIC COMMENTS & LETTER COMMUNICATIONS****Minutes:**

John Schoon, Salem Oregon Oregon House of Representatives from the 34th district. 1979-1995. Mr. Schoon stated that he worked for the Oregon House of Representatives and served Falls City for 18 years during his terms. He is here this

evening to provide a check in the amount of Fifty Thousand Eight Hundred and Twenty-Two Dollars (\$50,822.00) to pay off the loan for the North Bank Falls Park, in addition to that he provided a check for Five Thousand Dollars (\$5000.00) to make any improvements that the City deems fit. Mr. Schoon stated that he has been wanting to do this for a long time but until now has not had the money to do it. He feels very grateful for the opportunity to donate to such a great place. Mr. Schoon also wanted to congratulate council members and Mayor for volunteering to serve. Schoon stated that he learned serving his term that it is the volunteers that make the world go round and thanked the council for their service.

Kurt Brees, Falls City Mr. Brees stated that he has had some issues paying his bills via his online bill pay and there have been three (3) times in the past year where he has sent his check as soon as he received his bill and has still received a late fee penalty due to it taking a month to get to the cities office. The way he is seeing it is it is certainly not the city's fault and it's certainly not his fault but that it is the Postal Services' fault. Mr. Brees stated that the first two times this has happened the city has waived the penalties but this third time the city was not willing to do it a third time. Mr. Brees stated that he called the Postal Service and didn't receive any additional support on paying the late fees and that there is no guarantee that the mail will get somewhere on time unless it is paid for. Mr. Brees asked when or if the city was still not charging penalties due to COVID. Councilor A. Houghtaling stated that was something the council was going to have to look into and have city staff get back to him.

Councilor T. Meier stated that his bank sent a notice saying to pay early due to the postal service getting payments delivered late.

Councilor A. Houghtaling stated they will have city staff reach out to him or figure out how to get questions answered.

Councilor D. Sickles stated he has had the same issue sometimes, and it is a problem that we need to deal with.

Mayor T. Bailey stated he would follow up with Mr. Brees.

There is a letter submitted by Kelsey Davis (See exhibit B)

Mayor T. Bailey called a break at 6:39 p.m. Mayor T. Bailey ended the break at 6:44 p.m.

9. NEW BUSINESS

a. Lynn Sampson- Bailey

Discussion on Clinic Building being renamed

Minutes:

Lynn Sampson-Bailey was representing Thrives a local nonprofit that has been partnering with the city to get tenants into the clinic building to provide different services to residents. Mrs. Sampson-Bailey would like to ask the council for approval to put out a poll to city residents regarding changing the name of the Luckiamute Clinic building. Mrs. Sampson-Bailey stated that she would bring the results back to the council for them to vote on a decision.

A motion was made by Councilor M. Jirovec and Seconded by Councilor L.

Sickles that the City Council of the City of Falls City allow the Thrive Committee to run a poll throughout the city in regards to renaming the Clinic building.

Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec. Nays:

Vote results:

Ayes: 6 / Nays: 0

10. OLD BUSINESS

a. Archive Social Proposal

Price differences

Minutes:

City Staff was asked to bring back a price comparison for another social media records archive company. Staff received a quote from Brolly. The prices are comparable to Archive Social but offer less number covered of records per month.

The "Maven" plan comes in at \$399/mo. (same as our plan) but only allows for 1,000 new records/mo. and does not include the agency's website. The "Juggler" plan comes in at \$699/mo. and allows for 3,000 new records/mo. but also does not include the website.

Council realized the importance of having a records archive company but would like to table the idea until they can do more research.

Mayor Bailey stated that it would be a good idea to reach out to the League of Oregon Cities and see what kind of training they offer, hoping the council could hold a work session.

b. Grant Writing Contract

Minutes:

City Manager Foscoli read his agenda report stating that Falls City, in order to achieve the various council goals, as well as executing on the adopted Plans, needs to enhance its limited budget through a comprehensive grant funding strategy that can be achieved with a dedicated grant writing/managing contractor. Unfortunately, given that ARPA dollars cannot be used to support this position, we would be put in a position of having funding only to begin the grant writing process, but not its execution. This lack of continuity would put undue strain on the currently limited administrative capacity, leading to failures in grant management. Since at this time any American Recovery Plan Act dollars CANNOT be used for contract work that isn't directly tied to COVID recovery, for the time being, our community will have to continue pursuing grant writing on a case-by-case basis.

Foscoli recommended pausing the Grant writing contract to the 2022-2023 Fiscal Year.

c. Municipal Court & Code Services

Minutes:

City Manager Foscoli read his agenda report stating that he has been in continuing discussions with Dallas city staff for the possibility of Falls City resuming court services, by holding official proceedings at Dallas' municipal court. This service is a necessary step to resuming a code services program in the city so that any non-compliance issues/citations have the proper legal venue to be adjudicated. The city of Dallas has graciously offered a proposal to bundle their court services with code services, in order to streamline the process for identifying, citing, and adjudicating non-compliance issues in Falls City. As the city of Dallas proposal is within the current adopted budget for code services and could be implemented within 30 days of execution, it would be beneficial to the community to enter into the agreement with the city of Dallas for the remainder of the fiscal year. Upon successful review of the program, to be undertaken within the Fiscal Year 2022/23 budget calendar timeframe, a code services contract could be renewed annually in line with the fiscal year.

City Manager Foscoli stated that the Code Enforcement office would work with the council's wishes to have a soft start and focus on educating residents for the first three (3) months and then begin issuing citations.

Councilor M. Jirovec asked how many days/ hours a week they would be out here.

Foscoli stated it would not be any less than five (5) hours any given week.

A motion was made by Councilor A. Houghtaling and Seconded by Councilor t. Meier that the City Council of the City of Falls City approves the motion to direct the City Manager to enter into a code services contract with the city of Dallas for the remainder of the current fiscal year 2021/22. Motion carried 5-1-0-0. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec. Nays Jennifer Drill

11. CITIZEN COMMITTEES

a. Parks & Recreation, Public Works, Historic Landmarks are all back to in person meetings located at the Community Center.

Minutes:

Parks and Recreation Committee- Councilor L. Sickles stated that Laura Evens had some great suggestions but it was all for Public Works Committee. Laura attended the Public Works meeting and made her recommendations to them regarding Falls City parking Ordinances.

Councilor L.Sickles also stated that the SOLVe event went really well.

Public Works Committee- Councilor T. Meier followed up on the visit from Parks and Recreation Committee member Laura Evens stating they were looking into the surrounding city's Parking Ordinances and would follow up at the next meeting.

Historic Landmarks Commission- Councilor A/ Houghtaling stated that the Historic Landmarks Commission has not met yet but is planning their first meeting soon.

12. GOOD OF THE ORDER**Minutes:**

J. Drill wanted to follow up on the penalties and asked if they were being charged again.

City Recorder Jamie Ward stated that we were charging them again.

13. ADJOURN**Minutes:**

A motion was made by Councilor T. Meier and Seconded by Councilor L. Sickles to move that the City Council of Falls City adjourn at 7:37 p.m. Motion carried 6-0-0-0.

Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

Meeting Adjourned at 7:37 p.m.

Vote results:

Ayes: 6 / Nays: 0

Contact: Jamie Ward, City Recorder (jward@fallscityoregon.gov 503-787-3631) | Minutes published on 11/03/2021 at 11:27 AM

_____ TJ Bailey, Mayor

_____ Jamie Ward, City Recorder



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report September 13, 2021

Introduction

This summer has had its ups and downs with good news mixed in with the bad. (Very) hot weather has been followed by a return to normalcy from statewide restrictions, which were then reimposed due to spikes in COVID cases. As I follow the numbers from the state regarding hospitalizations, I can't help but think we need all the good news we can get, but we can only do what we can do in our small community, so we will rally together and forge on.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. Thanks to the unprecedented federal funding from the American Recovery Plan Act, the city will receive funds that can help in paying for the various required assessments for USDA-RD funding of the project. Thanks to these funds, and the approved CDBG grant dollars we will receive for this project, we are moving forward with the Preliminary Engineering Report (PER). This planning document is required by state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. In addition, based on guidance from our state and federal partners, we will apply part of the CDBG funding to pay for USDA's Cultural Resource Survey, and the USDA SEARCH grant to pay for the aforementioned PER. This will ensure that all grant funding options available to the city are applied for eligible portions of the project, in order to meet all state and federal requirements. Once these milestones are completed, the project will move out of the design phase into the construction phase with a bidding process aimed at the next construction cycle. The latest meeting with our city's contract engineers laid out the plan to undertake the various required assessments for the PER. DEQ's regional representative was part of that meeting and was encouraged by the professionalism of the team in place in assisting Falls City in meeting our USDA milestones.

Luckiamute Clinic Business Space – We are working with Polk County partners to submit a business assistance grant that would allow businesses in the Luckiamute Clinic Business Space access to technical support for their operations. This assistance would range from in-depth/technical expertise on financials, to general operations to marketing etc. We hope to hear soon about the result of these collaborative efforts in the coming months. In the meantime, we are also continuing talks with Salem Health to see if they can provide direct health and wellness and/or telemedicine services to Falls City. Updates the council will follow as more progress is made.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

Cemetery Clean-up – Thanks to the gracious and generous offer by the Polk County Cemetery Savers, who have helped Falls City in the past by cleaning up the Falls City Lower Cemetery, clean up of the Upper Cemetery is ongoing steadily. Updates on this group's progress can be found on Falls City community Facebook pages. Anyone interested in supporting these community volunteers is encouraged to reach out to the Polk County Cemetery Savers.

Municipal Court – Falls City staff is continuing discussions with Dallas city staff for the possibility of Falls City resuming court services, by holding official proceedings at Dallas' municipal court. A staff report outlining a proposal by the City of Dallas for municipal court, as well as code services can be found in the agenda. As stated previously, it is the city's goal to develop a communication plan to help educate residents on the health & safety aspect of our development code, as well as schedule mitigating efforts with city assistance for those in non-compliance within 2021.

Masked in-person council meetings – In spite of 70% of the Oregon population having received at least one COVID-19 vaccination shot, due to the recent surge in COVID-19 hospitalizations from unvaccinated individuals, restrictions on in person meetings have returned. In line with our other Polk County communities, masked in-person / hybrid meetings will be the norm in Falls City for the foreseeable future. This hybrid system necessitated by restrictions on indoor participation & social distancing will help us maintain civic engagement during these difficult times.

Sincerely,



AJ Foscoli

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.



Special City Council Meeting

Minutes

Wednesday, September 15, 2021 at 5:30 pm

Meeting Location

320 N Main St. Falls City, OR 97344 (or Web Application, in writing)

How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City, OR 97344

2. Join Zoom Meeting
Meeting ID: 872 0438 5133
Passcode: 616746

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 872 0438 5133

Passcode: 616746

Find your local number: <https://us06web.zoom.us/j/87204385133>

1. Write-In: Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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1. CALL TO ORDER & ROLL CALL

Minutes:

The meeting was called to order at 5:32 p.m.

Councilor Jennifer Drill was absent.

2. PLEDGE OF ALLEGIANCE

3. Motion to Adopt the Entire Agenda

Minutes:

A motion was made by Councilor T. Meier and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

4. NEW BUSINESS

a. DLCD Planning Assistance Grant

Minutes:

City Manager Foscoli read his agenda report stating previous years, the City of Falls City approached the owners of the Green Haven RV Park regarding their interest in developing nearly 30 acres of industrial land for mixed-use development. Though those conversations never yielded any agreements on new housing projects, in the past year talks have been resumed to ascertain if there was a renewed interest in pursuing such development. In order to undertake any kind of residential construction in that industrially zoned land, the city, with the help of its contract land planner approached the Department of Land Conservation and Development (DLCD) in order to ensure that any zone change or use would be approved at the state level. The City of Falls City has been in contact with DLCD in earnest since the beginning of 2021 to explore the possibilities of increasing multifamily housing development within city limits to add to the current mix of housing stock, with a special focus on the Green Haven RV Park.

Falls City, as a low-income community, has a need to provide affordable housing at higher densities than it currently does. Since there are lands within city limits that could be redeveloped to accommodate that need, a study is warranted to identify the viability of redevelopment of industrial lands and the number of new housing units that could be added to the current stock. There is currently a unique opportunity offered by DLCD to small cities without in-house capacity to undertake these kinds of studies. Senate Bill 2001/2003 grant funds are specifically earmarked to assist such municipalities, and due to our ongoing discussions regarding housing development in Falls City, we've been encouraged to apply for these planning assistance funds.

Councilor A. Houghtaling stated that it was very exciting because Polk CDC has looked at Greenhaven before and figured out how to make improvements. This study will help them move forward on how to get other specific grants.

Councilor M. Jirovec asked if there is anyone identified for this study? also are there check in's for the money.

Foscoli answered stating that our contract planner will be the lead on this study as well as the grant contract.

A motion made by Councilor D. Sickles and Seconded by Councilor L. Sickles that the City Council of the City of Falls City adopts Resolution 08-2021 charging the

city manager to apply for 2021-23 PLANNING ASSISTANCE DIRECT GRANT funds to support a housing redevelopment study. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec. Nays:

Vote results:

Ayes: 5 / Nays: 0

5. ADJOURN

Minutes:

Meeting adjourned at 5:46 p.m. No motion was made

Contact: Jamie Ward, City Recorder (jward@fallscityoregon.gov 503-787-3631) | Minutes published on 11/03/2021 at 1:35 PM

_____ TJ Bailey, Mayor

_____ Jamie Ward, City Recorder



City Council Meeting

Minutes

Monday, October 18, 2021 at 6:00 pm

Meeting Location

320 N Main St. Falls City, OR 97344 (or Web Application, in writing)

How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in:
 - a. 1 253 215 8782
 - b. Meeting ID: 986 5676 6387
 - c. Passcode: 585730
 - d. You will be muted but may "raise your hand" to indicate you wish to comment.
3. Web Application: Zoom Webinar
zoom link
 - a. Passcode: 099970
 - b. You will be muted but may "raise your hand" to indicate you wish to comment during Public Comments.
4. Write-In: Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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1. CALL TO ORDER & ROLL CALL

Minutes:

The meeting was called to order at 6:02 p.m. Council member Lori Jean Sickles was absent. Councilor Jennifer Drill arrived via zoom at ????

2. PLEDGE OF ALLEGIANCE

Minutes:

Mayor Bailey led the Pledge of Allegiance

3. MOTION TO ADOPT THE ENTIRE AGENDA

Minutes:

A motion was made by Councilor M. Jirovec and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 4-0-0-0. Ayes: Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

Minutes:

None

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

a. Falls City Public Works Report

Minutes:

No comments

b. Falls City Fire Report

Minutes:

Mayor Bailey wanted to add how wonderful it is that the EMS Training Grant for 2021 will include mental health for patients as well as first responders.

c. Polk County Sheriff's Report

Minutes:

No report was submitted.

6. REPORTS

a. Mayor

Minutes:

Mayor Bailey wanted to thank the Thrives group that help with yard maintenance this past weekend.

Mayor Bailey also wanted to give an update on the Riverside Skate Park. He stated that they plan on having a Townhall meeting towards the end of this year.

b. Council

Minutes:

T. Meier- None

A. Houghtaling- Said that the latest health fair had a very large attendance. Even more than the first one. There were many flu shots given out as well as COVID vaccinations. She wanted to thank everyone for their support.

D. Sickles- Stated that the SOLVe event was amazing, there were many volunteers from the Church of Jesus Crist of Latter-day Saints, as well as the volleyball team and Falls City Residents. He stated that there were 42 total volunteers.

Mayor Bailey added that it was great to see the diversity in age groups.

M. Jirovec- Had a community member recommend a grant regarding getting rid

of invasive weeds, that the Parks and Recreation Committee or to the City Manager. Ms. Jirovec also added that she had a community member who was interested in opening up a coffee shop here in town and stated she would refer them on to the City Manager.

J. Drill- Would like to ask about a status update regarding her safety concerns with people parking in the roadway on Ellis St.

Foscoli stated that they are following up on vehicles that are in the right of way. He acknowledged that it is still an issue but reiterated that staff is working on finding a solution.

c. Manager Report

Minutes:

City Manager Foscoli read his manager's report (See exhibit A)

7. CONSENT AGENDA

Minutes:

A motion made by Councilor T. Meier and Seconded by Councilor D. Sickles that the City Council of the City of Falls City accepts the consent agenda approving August 16, 2021, City Council Minutes with changes to page 2, section 9 adding the addition of Jennifer Drill's name, and the Bills. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec Nays:

a. Approval of the Minutes

b. Approval of the Bills

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

Minutes:

Mayor Bailey opened public comments at 6:18 p.m.

Jeremy Gordon Falls City Resident and Polk County Commissioner. Commissioner Gordon gave a couple of updates on things that are going on in the County. First is they are getting ready to roll out a grant program and communication campaign for folks who want to start an in-home daycare facility. Depending on the license it could have 9 kids or under.

Clow Corner round-a-bout construction will begin in 2022.

A group wants to get together and create a safe passage to Valley of the Giants.

Commissioner Gordon is working with City Manager Foscoli as well as the County's GIS Specialist to work to get some maps together and meet with some folks to come up with some options. Gordon welcomes anyone else who wants to join in that endeavor. Public Comments closed at 6:22 p.m.

9. NEW BUSINESS

a. Polk County Cemetery Savers Update

Minutes:

City Manager Foscoli read email communications from Llyod Collins of Polk County Cemetery Savers. (See Exhibit B).

Mr. Collins wanted to bring to the council's attention that there was a noticeable amount of broken glass around the cemetery grounds, he recommends that the council change the cemetery policy to prohibit the use of glass containers on cemetery grounds.

Council asked City Staff to look into the current policy and bring back recommendations on how to update our policy.

b. Best Ever Solutions Business License

Minutes:

A motion was made by Councilor A. Houghtaling and Seconded by Councilor M. Jirovec to move that the City Council of Falls City approve the Business License for Best Ever Business Solutions Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec

Vote results:

Ayes: 5 / Nays: 0

10. OLD BUSINESS

a. Municipal Court

Minutes:

City Manager Foscoli read his agenda report explaining that Falls City council approved entering into a contract with the city of Dallas (See exhibit C) for code enforcement services at the last council meeting on September 13. Starting on October 1, Mark Lapinskas, Dallas' most senior Code Enforcement officer (See exhibit D) has been touring the city along with city staff to familiarize himself with the various levels of code non-compliance that are occurring in the community. As stated previously, his focus will be on health & safety issues as well as engaging with the community to fulfill the city's goal to help educate residents on the health & safety aspect of our municipal code. His other duties will include scheduling mitigating efforts with city assistance for those in non-compliance within 2021. As part of the city's communication plan on code enforcement, Mark will be available at upcoming town halls at the end of October, beginning of December, and beginning of January to answer any questions regarding enforcement of health & safety-related codes. Since no citations will be issued to properties in non-compliance, until they've had the opportunity to voluntarily address their code infractions during the remainder of 2021, Falls City will not be resuming court services until February. These official proceedings will be held at Dallas' municipal court based on an existing IGA (Intergovernmental Agreement).

Mark Lapinskas spoke to the council saying he was excited for the opportunity here and understands and respects the council's desires and wants. He stated that the current focus will be health and safety issues.

Councilor A. Houghtaling added that she, Jamie, and staff would have a lot of knowledge on families and urged Mark to reach out with any questions.

Councilor A. Houghtaling mentioned that the Dallas Code Vehicle was getting a

lot of attention on social media and was curious about getting a magnetic decal for the car that mentioned Falls City, to help residents adjust and get comfortable seeing it. She suggested using Service Graphics in Rickreall.

11. CITIZEN COMMITTEES

Minutes:

Parks and Recreation- Councilor D. Sickles stated that there is not a lot going on in the Fall/Winter months but that the committee is going to focus on planning events for the next season.

Public Works- Councilor T. Meier added that he noticed eight (8) vehicles were tagged and was wondering what the plan was and where they would go.

City Manager Foscoli mentioned that it was a warning and we would work with the owner of those vehicles to find a plan to move them off of the city's right-of-way.

Historic Landmark Commission- A Houghtaling stated they are meeting next Thursday, October 28, 2021, at 5:00 p.m.

a. Parks & Recreation, Public Works, Historic Landmarks are all back to in person meetings located at the Community Center.

12. GOOD OF THE ORDER

Minutes:

Councilor A. Houghtaling mentioned that a few months ago she asked to see if staff would do some wage comparisons for City Staff positions. She just wanted to put that back on the radar and hope for it in the future.

Councilor J. Drill wanted to bring up that with Zoom meetings that it is very hard to communicate via zoom. Wanted to see if we can look into other options, stating that it is really hard to hear anyone especially on the left-hand side of the table.

Foscoli asked if she could hear him.

Councilor J. Drill stated that it was very echoey.

Councilor D. Sickles added that he feels it could be just getting familiar with using the microphones.

Mayor Bailey added that if we turned off the mics for the next meeting if that would help, appreciates the feedback.

Mayor Bailey added that next month (November) council would begin City Manager Foscoli's yearly evaluation scheduled for executive session in December. Bailey handed out a timeline for submissions (See exhibit E).

City Manager Foscoli wanted to add that he was not happy with the health coverage offered by the city and wanted to seek the council's approval to opt out and have the cost added to his salary.

Council will decide that during his evaluation.

13. ADJOURN

Minutes:

A motion was made by Councilor D. Sickles and Seconded by Councilor T. Meier that the City Council of the City of Falls City adjourns. Motion carried 5-0-0-0. Ayes:

Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec. Nays:
Meeting adjourned at 7:05 p.m.

Contact: Jamie Ward, City Recorder (jward@fallscityoregon.gov 503-787-3631) | Minutes published on
11/04/2021 at 11:24 AM



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report October 18, 2021

Introduction

As summer has turned into fall, we've had some welcome rain that has relieved the lingering challenges brought on by our (very) hot summer. The burn ban in the county has finally lifted, and long-range weather forecasts predict that we may have an unusually cold winter to look forward to. This most likely means that folks will be indoors more often than not, putting them at greater risk for COVID, as we navigate through spikes in the number of infections. As the FDA is considering approving both the Johnson & Johnson and Moderna vaccines for booster shots (Pfizer has already received approval), we may have an additional tool with which to fight severe infections that lead to hospitalizations. We look forward to being able to collaborate with our healthcare partners to host a booster shot immunization event as soon as it is deemed safe to do so.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. Thanks to the unprecedented federal funding from the American Recovery Plan Act, the city will receive funds that can help in paying for the various required assessments for USDA-RD funding of the project. Thanks to these funds, and the approved CDBG grant dollars we will receive for this project, we are moving forward with the Preliminary Engineering Report (PER). This planning document is required by state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. In addition, based on guidance from our state and federal partners, we will apply part of the CDBG funding to pay for USDA's Cultural Resource Survey, and the USDA SEARCH grant to pay for the aforementioned PER. This will ensure that all grant funding options available to the city are applied for eligible portions of the project, in order to meet all state and federal requirements. Once these milestones are completed, the project will move out of the design phase into the construction phase with a bidding process aimed at the next construction cycle. The work to complete the required assessments for USDA's RD funding has begun in earnest and is proceeding according to plan. Our city's contract engineers are overseeing these tasks with their subcontractors and are keeping all of the funding agencies apprised of their progress at the monthly meetings.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

Luckiamute Clinic Business Space – We are continuing to work with Polk County partners as they submit a business assistance grant that would allow businesses in the Luckiamute Clinic Business Space access to technical support for their operations. This assistance would range from in-depth/technical expertise on financials, to general operations to marketing etc. The grant was submitted to Business Oregon and we hope to hear about the result of these collaborative efforts in the coming months. In the meantime, we are also continuing talks with Salem Health to see if they can provide direct health and wellness and/or telemedicine services to Falls City. We recently had a very good conversation about how the various healthcare partners in Polk County can find funding for a medical professional to staff in-person office hours at the clinic. Finally, we have agreed to let another small business share space in the Luckiamute Clinic on a conditional basis until their business license is approved by the council for them to operate in Falls City officially. With this addition, all of the separate rooms in the back of the clinic, as well as the upstairs are now occupied, and we look forward to filling the front room just West of the entrance in the near future.

Cemetery Clean-up – Thanks to the gracious and generous offer by the Polk Cemetery Savers, who have helped Falls City in the past by cleaning up the Falls City Lower Cemetery, clean-up of the Upper Cemetery is ongoing steadily (report is attached in the agenda). Updates on this group's progress can be found on Falls City community Facebook pages. Anyone interested in supporting these community volunteers is encouraged to reach out to the Polk Cemetery Savers. As the weather gets colder and rainier, the volunteers will cease their work until spring, when they will resume and finish their project.

Code Enforcement & Municipal Court – Falls City staff has signed a contract with the city of Dallas for use of their Code Enforcement officer to provide code enforcement services to Falls City on a contractual basis. Mark Lapinskas has toured our community several times, familiarizing himself with the various levels of code non-compliance. As stated previously, his focus will be on health & safety issues first and foremost, as well as being the first line of engagement with the community to fulfill the city's goal to help educate residents on the health & safety aspect of our municipal code. His other duties will include scheduling mitigating efforts with city assistance for those in non-compliance within 2021. As part of the city's communication plan on code enforcement, there will be town halls at the end of October, beginning of December and beginning of January. Since no citations will be issued to properties in non-compliance, until they've had the opportunity to voluntarily address their code infractions, Falls City will not be resuming court services until February. These official proceedings will be held at Dallas' municipal court based on an existing IGA (Intergovernmental Agreement).

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Falls Park Loan Close-out – Thanks to an extremely generous contribution to the city of Falls City by John Schoon, a former representative to the Oregon Legislature for the region including Falls City, we have been able to close out the loan for the Falls Park. In addition, fm. Rep. Schoon donated an extra \$5,000 to be used to clean up and develop the park. We owe fm. Rep. Schoon a huge debt of gratitude for his dedicated public service and for his generous donation. We look forward to being able to celebrate his generosity with progress in developing the Falls Park for the community and visitors alike. Anyone interested in being part of the clean-up and development of the Falls Park is encouraged to contact the Parks & Recreation committee and City Hall for more information.

DLCD Planning Grant – We're very happy to be able to announce that Falls City has just been awarded a planning grant by the Department of Land Conservation and Development for the sum of \$7,425. This grant will help Falls City to explore redevelopment options for the Greenhaven RV Park and include a code update that addresses tiny homes. Since the award is not official until it has been signed and returned to DLCD, a staff report will be included in the November council meeting that details the grant's deliverables as well as the executed contract.

Sincerely,



AJ Foscoli

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

Polk Cemetery Savers Report

Mr. Foscoli,

As of Saturday October 16th, we will have repaired and reset all of the large, loose headstones in the Upper Cemetery. We will still have several small loose headstones to repair and reset before the weather turns cold and wet. We normally can't work past the end of October.

We are now working in the southern section area of the cemetery that has no trees. We believe we will finish 98 of the 120 plots of the upper cemetery map. We will have repaired and reset some of the loose and leaning monuments in plots 99 through 120. Before we finish this year, we will have repaired and reset all of the loose monuments that could have fallen and injured someone. The monuments that are left are small and really pose no danger of injury to visitors. That being said, there is always the possibility of someone leaning heavily or pushing on a monument and toppling it. No one can protect against that.

We have found a lot of broken glass around the headstones. Other cemeteries have restricted the use of glass containers for flowers. I urge Falls City to consider doing the same. Florists now stock plastic containers with points on them specifically to place in the earth around the headstones. The only places these will not work are in the plots that have been concreted over. Plastic flower containers there will have to sit on top of the concrete.

We have found and eliminated in-ground yellow jacket nests. There is one large Hornets' nest (basketball size) across from the porta-potty location 15 feet up in the large fir tree. They didn't bother us. There is a lot of gopher activity at the cemetery. Gophers tunneling under the monuments will cause them to lean over time.

When we return next March, we don't think we will need the porta-potty. It can be removed in November. The rock pile should be enough to finish the rest of the cemetery if no one removes any over the winter.

I estimate we will need about three weeks more work next year weather permitting. We may be working all of March at the cemetery if March is cold and wet.

To date we have spent over 345 hours of volunteer time repairing and cleaning the Upper Cemetery monuments. As a comparison, we spent 459 hours at the Lower Cemetery. We have had to replace two sandstone bases with concrete. It appears as though someone used bleach on the monuments, and it soaked into the sandstone. The bases were damaged badly and were unusable. Bleach causes sandstone to delaminate from the inside. Bleach and other chemicals should not be used in the cemeteries. Water and a soft bristle brush along with a plastic scraper and clean rinse water is all that is needed to clean the headstones. We have sprayed all of the repaired and cleaned monuments with a biocide called D/2. The biological growth should be controlled for about 4 years.

When we are finished this year, I will mark the pieces of old concrete and damaged bases with bright orange marking paint so they can be identified and removed. Some were too large for us to put on the debris pile. The debris pile is in the NE corner North of the access road.

If you have any questions let me know.

Lloyd Collins
Polk Cemetery Savers

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF FALLS CITY
AND THE CITY OF DALLAS
FOR THE PROVISION OF CODE SERVICES
AND RELATED SERVICES

This Agreement is made and entered into by the City of Falls City (hereinafter "Falls City"), an Oregon municipal corporation and the City of Dallas (hereinafter "Dallas"), an Oregon municipal corporation.

RECITALS

A. Falls City wishes to enter an intergovernmental agreement with Dallas for the provision of code services within Falls City.

B. Dallas employs code services employees and has the capacity to provide such services on the terms and conditions set forth in this Agreement.

C. The parties have authority to enter into this intergovernmental agreement pursuant to the powers contained in their respective Charters and ORS 190.010.

AGREEMENT

Now, therefore, with the recitals above acknowledged and incorporated herein, it is agreed by and between the parties as follows:

1. SERVICES PROVIDED BY DALLAS.

Dallas agrees to provide the following services to Falls City:

- Perform 10 hours of Code Services work per week for the duration of this agreement; field schedule will be set by Dallas and may vary week-to-week.
- Provide Dallas official vehicle for use to perform the services of this agreement.
- Provide telecommunications and photographic technology for communications, documentation, scheduling and evidence.
- Provide code services technology for inputting, tracking and reporting on code services complaints, contacts and related service issues.

- Provide monthly activity reports to Falls City by the 10th day of the month following services rendered.
- Provide quarterly reports to Falls City on or around the following dates: Jan. 15, 2022; April 15, 2022; July 15, 2022.
- Receive and respond to complaints from Falls City residents.
- Provide outreach education and information to community members and violators.
- Make first contact with municipal code violators.
- Issue notices of violations.
- Conduct compliance inspections.
- Issue citations, when and where appropriate.
- Process citations through the Dallas Municipal Court, in accordance with that separate Intergovernmental Agreement between the parties for Municipal Court and Related Services.
- Collect court revenues to be distributed to Falls City, in accordance with that separate Intergovernmental Agreement between the parties for Municipal Court and Related Services.

2. OBLIGATIONS OF FALLS CITY

Falls City will:

- Provide three equal payments of \$8,250.00, each; due on December 15, 2021; March 15, 2022; June 15, 2022.
- Arrange for “meet and greet” information, education and introduction events between Dallas staff and appropriate local government and community members during the initial phase (orientation period) of the agreement or by November 1, 2021.
- Provide advance communications to the community prior to the start of field work by Dallas staff.
- Provide any received community feedback in writing to Dallas staff within 10 days of receipt.
- Provide a community map to Dallas staff.
- Provide relevant municipal code documents, if not available online.
- Provide community code enforcement priorities to Dallas staff.
- Discuss with Dallas staff and agree upon an education, information and enforcement process, community need priorities and timelines, seeking a phased-in enforcement approach.
- Provide applicable citations, notices, warnings, parking tags, information hand-outs, etc. under the name and title of Falls City that Dallas staff may use in the

performance of its services under this Agreement. Information will include direct contact information of Dallas staff.

- Allow for an initial three-week orientation period with actual field work to begin the week of October 25, 2021 or upon development and receipt of deliverable Falls City outreach materials, whichever occurs later.
- Forward complaints received and issues encountered directly to Dallas staff.
- Provide resources and process direction regarding nuisance abatement; abatement costs are not considered to be a part of this agreement.

3. TERM.

The term of this Agreement shall commence on October 1, 2021, and end on June 30, 2022.

4. EMPLOYEES

All Dallas staff employed in the performance of this Agreement shall be employees of Dallas, and Dallas shall remain fully responsible for all taxes, assessments, fees, premiums, wage holdings and other direct and indirect compensation, benefits, and related obligations with respect to its employees.

5. TERMINATION

This Agreement may be terminated by either party without cause upon giving a 180 days' prior written notice to terminate; provided, that distribution of the proceeds of fines and payment of all fees authorized under this agreement that are distributable or payable after the date of termination shall survive the termination of this Agreement.

6. APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

7. COMPLIANCE WITH LAWS

In connection with their activities under this Agreement, both parties shall comply with all Federal, state, and local laws applicable to the work under this Agreement.

8. INDEMNIFICATION

In accordance with the Oregon Constitution and the Oregon Tort Claims Act, to the maximum extent permitted by law, the parties shall hold and save each other, their officers, agents, and employees, harmless and shall defend and indemnify each other from any claims for damages to property or injury to persons which may be occasioned in whole or in part by the acts or omissions of the parties under this Agreement.

9. AMENDMENTS

To be effective, any amendment to this Agreement must be approved by each party and signed by an authorized representative of each party.

13. COMPLETE AGREEMENT

This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change if made, shall be effective only in specific instances and for specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

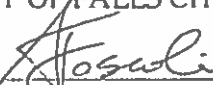
14. COUNTERPARTS

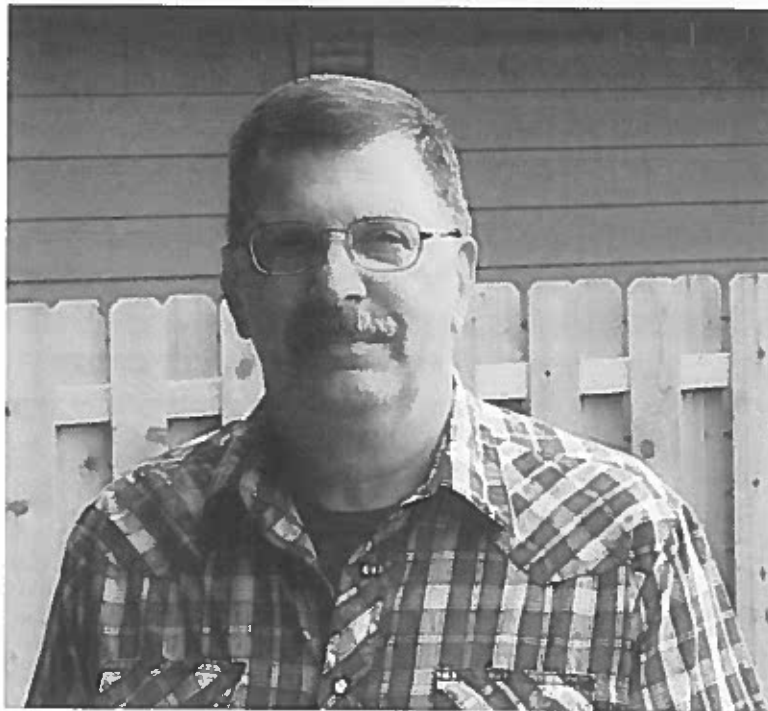
This Agreement may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.

CITY OF DALLAS

By: Name: BRIAN LATTATitle: City ManagerDate: 9/28/2021

CITY OF FALLS CITY

By: Name: AJ FoscoliTitle: City ManagerDate: 9/28/2021



Mark Lapinskas

Code Services Specialist for the City of Dallas since September 2019
Master's Degree - Bellevue University, Bellevue N.E.

Background/Positions:

Law enforcement background including chief of police, Mayor of Kendrick, Idaho, Loss Prevention and operations Manager for two fortune 500 companies.
Mark has worked in Code Services for the last two years and enjoys serving the community and is looking forward to working with the community of Falls City.

City of Falls City Performance Evaluation

City Administrator

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Administrator concerning the performance of the City Administrator in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives that assist in the achievement of the City Council goals. This performance evaluation is intended to promote efficient and effective performance and to identify good performance and to identify areas where improvement could result in more efficient and effective performance.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Administrator's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. It shall also be the basis for contract extension and compensation decisions.

1. If the criteria, standards and policy directives change, a public process is to be followed as outlined in ORS 192.660 (1)(i).
2. The timeline for the process is as follows:

WHO	WHAT	WHEN
Councilors & Mayor	Receive Evaluation Form	November 8, 2021
City Administrator	Prepares self-evaluation in narrative form	November 8, 2021
Councilors	Complete forms – turn in to Mayor (all forms must be signed and dated)	November 22, 2021
Mayor	Tabulate and summarize results of Council forms	December 4, 2021
Mayor	Distribute composite evaluation form and Admin self-evaluation	December 10, 2021
Council, City Administrator	Executive session meeting to review (Admin may call for open session)	December 13, 2021

City of Falls City
Paid Bills Report
As of October 25, 2021

Date	Memo	Account	Class	Amount
CenturyLink				
10/25/2021	Acct 5037874719562B	Accounts Payable		-184.81
10/25/2021	10/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	184.81
Total CenturyLink				0.00
CIS Trust				
07/26/2021	Inv FLC GASB75 2018 Final	Accounts Payable		-15,939.94
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	300.00
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	6,700.00
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	1,500.00
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	400.00
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	11 STREET FUND	1,500.00
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	20 WATER OPERATING ...	3,000.00
07/26/2021	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	13 SEWER FUND	2,500.00
07/26/2021	Inv FLC GASB75 2018 Final	Professional Services	SHARED SERVICES	39.94
Total CIS Trust				0.00
Consumers Power Inc				
10/25/2021	Account #1155301; Oct.'21	Accounts Payable		-201.35
10/25/2021	10/21 Power- WTP	Power	20 WATER OPERATING ...	201.35
Total Consumers Power Inc				0.00
L & L Equipment				
10/25/2021	Inv A47487	Accounts Payable		-18.75
10/25/2021	NLA- Mandrel. W/ spcr. br...	Equipment O & M	01 GENERAL FUND:01.0...	18.75
Total L & L Equipment				0.00
Local Government Law Group P.C.				
10/25/2021	Legal fees for September 21	Accounts Payable		-740.00
10/25/2021	Legal fees for Hale right-of...	Professional Services	01 GENERAL FUND:01.0...	240.00
10/25/2021	Non-Remonstrance for se...	Professional Services	01 GENERAL FUND:01.0...	500.00
Total Local Government Law Group P.C.				0.00
Mid Willamette Valley COG				
10/25/2021	Inv #1241	Accounts Payable		-1,232.00
10/25/2021	Associate Planner 09/21	Professional Services	01 GENERAL FUND:01.0...	1,232.00
Total Mid Willamette Valley COG				0.00
One Call Concepts, Inc				
10/25/2021	Acct #09-0001409, INV #1...	Accounts Payable		-76.80
10/25/2021	Locates Finance Charge	Professional Services	01 GENERAL FUND:01.0...	76.80
Total One Call Concepts, Inc				0.00
Oregon Department of Surplus				
10/25/2021	Inv ARK46449	Accounts Payable		-300.00
10/25/2021	Two Tool Chests.	Facilities O & M	11 STREET FUND	100.00
10/25/2021	Two Tool Chests.	Facilities O & M	13 SEWER FUND	100.00
10/25/2021	Two Tool Chests.	Facilities O & M	20 WATER OPERATING ...	100.00
Total Oregon Department of Surplus				0.00

City of Falls City
Paid Bills Report
As of October 25, 2021

Date	Memo	Account	Class	Amount
Pacific Power				
10/25/2021	multiple accounts, 210915...	Accounts Payable		-1,569.28
10/25/2021	10/21 Parks	UTILITIES	01 GENERAL FUND:01.0...	206.61
10/25/2021	10/21 Sewer Power	UTILITIES	13 SEWER FUND	221.68
10/25/2021	10/21 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	126.19
10/25/2021	10/21 Street Power	UTILITIES	11 STREET FUND	506.79
10/25/2021	10/21 Water Power	UTILITIES	20 WATER OPERATING ...	56.63
10/25/2021	09/21 City Hall & Dr Ofc P...	UTILITIES	01 GENERAL FUND:01.0...	451.38
Total Pacific Power				0.00
Petro Card				
10/25/2021	C800376	Accounts Payable		-77.86
10/25/2021	PW Fuel	Equipment O & M	11 STREET FUND	25.95
10/25/2021	PW Fuel	Equipment O & M	13 SEWER FUND	25.95
10/25/2021	PW Fuel	Equipment O & M	20 WATER OPERATING ...	25.96
10/25/2021	C800376	Accounts Payable		-459.20
10/25/2021	PW Fuel	Equipment O & M	11 STREET FUND	25.95
10/25/2021	PW Fuel	Equipment O & M	13 SEWER FUND	25.95
10/25/2021	PW Fuel	Equipment O & M	20 WATER OPERATING ...	25.96
10/25/2021	Fire Fuel	Equipment O & M	01 GENERAL FUND:01.0...	381.34
Total Petro Card				0.00
Polk County Emergency Management				
10/25/2021	Inv 211005-03	Accounts Payable		-286.00
10/25/2021	Qtr 2 Radio Communicatio...	Professional Services	82 FIRE EQUIPMENT/OP...	286.00
Total Polk County Emergency Management				0.00
Quadient				
04/19/2021	Credit for overpayment	Accounts Payable		257.05
04/19/2021	Credit for overpayment	Operational Expenses	SHARED SERVICES	-257.05
Total Quadient				0.00
Royal Flush Portables, Inc				
10/25/2021	A-31819, A-31694	Accounts Payable		-355.49
10/25/2021	Rent Monthly Fleet Servic...	Professional Services	01 GENERAL FUND:01.0...	65.49
10/25/2021	ADA and fleet monthly 09-...	Professional Services	01 GENERAL FUND:01.0...	290.00
Total Royal Flush Portables, Inc				0.00
Spectrum Business				
10/25/2021	ACT# 8751132000019088	Accounts Payable		-180.12
10/25/2021	City Hall Phone and Internet	Facilities O & M	01 GENERAL FUND:01.0...	180.12
Total Spectrum Business				0.00

City of Falls City
Paid Bills Report
As of October 25, 2021

Date	Memo	Account	Class	Amount
US Bank Visa				
10/25/2021	Account: 47985312149811...	Accounts Payable		-669.43
10/25/2021	Walmart	Facilities O & M	01 GENERAL FUND:01.0...	5.93
10/25/2021	Amazon_08/21' Fee	Facilities O & M	01 GENERAL FUND:01.0...	12.99
10/25/2021	Banister designs- Name pl...	Council Approved Proje...	01 GENERAL FUND:01.0...	39.50
10/25/2021	Zoom-Webinar	Professional Services	01 GENERAL FUND:01.0...	54.99
10/25/2021	Adobe- Office use	Professional Services	01 GENERAL FUND:01.0...	14.99
10/25/2021	Spectrum- Clinic	Facilities O & M	01 GENERAL FUND:01.0...	124.81
10/25/2021	Office Supplies	Operational Expenses	01 GENERAL FUND:01.0...	116.67
10/25/2021	Safeway Fuel. PW	Equipment O & M	01 GENERAL FUND:01.0...	51.21
10/25/2021	Dominos-SOLVe	Facilities O & M	01 GENERAL FUND:01.0...	30.00
10/25/2021	Verizon Wireless-PW	Facilities O & M	01 GENERAL FUND:01.0...	56.58
10/25/2021	Office Supply	Facilities O & M	01 GENERAL FUND:01.0...	68.47
10/25/2021	UGOs. Pizza	Facilities O & M	01 GENERAL FUND:01.0...	20.80
Total US Bank Visa				-72.49
USA BlueBook				
10/25/2021	Cust 711726/ INV # 759887	Accounts Payable		-1,415.16
10/25/2021	Hach DR300 Chlorine/pH	Equipment O & M	13 SEWER FUND	494.00
10/25/2021	BW Gas Alert Maz XT 4-G...	Equipment O & M	13 SEWER FUND	921.16
Total USA BlueBook				0.00
Van Well Building Supply				
10/25/2021	Sept 21' Statement	Accounts Payable		-614.42
10/25/2021	Mekita Drill- Fire	Equipment O & M	01 GENERAL FUND:01.0...	611.92
10/25/2021	Finance charge	Facilities O & M	01 GENERAL FUND:01.0...	2.50
Total Van Well Building Supply				0.00
West Coast Cross Connection				
10/25/2021	Inv 18	Accounts Payable		-2,722.50
10/25/2021	Backflow Testing (121)	Professional Services	20 WATER OPERATING ...	2,722.50
Total West Coast Cross Connection				0.00
Westech Engineering				
10/25/2021	Inv #248458	Accounts Payable		-301.76
10/25/2021	Engineer VIII- 2 Hours	'17 CDBG Wastewater ...	13 SEWER FUND	301.76
Total Westech Engineering				0.00
Williamson & Aebi, LLP				
10/25/2021	Sept /21 Accountant	Accounts Payable		-260.00
10/25/2021	09/21 Accountant	Professional Services	01 GENERAL FUND:01.0...	260.00
Total Williamson & Aebi, LLP				0.00
TOTAL				-72.49

INTRODUCTION

The first (1st) application Variance 21-01 is a request to vary from the requirement (FCZDO 2.209.02) that the roof structure of a manufactured home be made out of composition asphalt, fiberglass, wood shake, or tile.

MOTION

The Planning Commission is not able to act because of a lack of a quorum. Therefore, the Council must act as the Planning Commission for quasi-judicial land use hearings. Is there a motion for the Council to act in place of the Planning Commission?

MOTION: I move that the City Council of the City of Falls City act in place of the Planning Commission to process the following land use matter. (Council Votes)

Now we will proceed with the Quasi-Judicial Land Use Public Hearing.

I will introduce the applicable substantive criteria upon which each case will be decided. Our City Planner, Kiel Jenkins, will provide a staff report. When the staff report has been presented I will open the public hearing to public testimony. Members of the public who want to testify are asked to sign in, come up when called, and give their name and city and address for the record before they testify. We ask for your address so that we can notify you of the City's final decision. If you have any written testimony or other evidence to submit, please give that to staff so it can be entered into the record. When public testimony has been concluded I will close the public hearing and open it up for council discussion and deliberation.

After the Council has deliberated, we will need a motion to approve, modify or deny each application separately.

Are there any questions among the Council about the process?

Oregon land use law requires several items be read into the record at the beginning of each public hearing. The following provision will be applicable to both quasi-judicial land use public hearings tonight.

Conflicts of Interest/Ex-Parte Contacts/Bias

The Council is required to disclose any conflicts of interest and ex-parte contacts that we have with the Land Use Applications or applicants — this is whether we have any financial or other personal interest in a proposals and whether we have spoken with anybody or have other information about a proposal gathered outside of this hearing. Also, Councilors may only participate if they can do so without un-due bias either for or against an application.

Do any Councilors wish to make disclosures? Please identify the land use application for each disclosure.

Are there any challenges from the audience as to conflicts of interest, ex-parte contacts, or bias related to any member of the Council?

Required Statements VAR 21-01

The applicable procedural and substantive criteria upon which VAR 21-01 will be decided are found in Section 3.202 of the Falls City Zoning and Development Ordinance.

Your testimony, arguments, and evidence must be directed toward these criteria or other criteria in the comprehensive plan or development code that you believe apply. ORS 197.763(5)(b).

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker or other people an opportunity to respond may preclude appeal of a decision on this application based on that issue. ORS 197.763(5)(c).

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issue precludes an action for damages in circuit court. ORS 197.796(3)(b).

Public Hearing VAR 21-01

I now open the Public Hearing for application # VAR 2021-01 at _____ PM.

I call on our City Manager, Mac Corthell to present the staff report for the first application.

All persons speaking before the City Council must state their name and address for the record.

I invite the Applicant to present their case

I invite those in support of the application to speak

I invite those opposed to the application to speak

I invite those who are neither for nor against the application to speak

I invite public agencies to comment

I invite the Applicant to present any rebuttal to the testimony presented

I close the Public Hearing for application # VAR 2021-01 at _____ PM.

Mayor to read: Is there a request to keep the record open?

If there is no request to keep the record open

Now it is time for Council deliberation and discussion.

** NOTE: Only questions asked of staff are allowed after the hearing is closed.*

MOTION TO APPROVE (Requires Modification): *Based on the findings in the staff report, I move to approve Variance application 21-01, and to authorize the Mayor to sign a final decision of approval.*

OR MOTION TO DENY: *I move to deny Variance Application 2021-01 **as modified to reflect the changes made by the City Council.** (The Council will need to make alternative findings to the ones in the staff report that were found "not satisfied.")*

STAFF REPORT

VARIANCE 2021-01 (File #VAR 21-01)

STAFF REPORT: October 27, 2021
CITY COUNCIL HEARING DATE: November 8, 2021

APPLICANT/OWNER: WEMK Construction/Clearway Realty LLC

ZONING/COMP. PLAN DESIGNATION: Residential (R)/Residential (R)

LOCATION: 260 Lombard St.

SIZE: 0.25 acres

TAX LOT: 8 6 21CA, Lot 600

CRITERIA: Falls City Zoning and Development Ordinance 3.202

EXHIBITS:

Exhibit A:	Variance Application
Exhibit B:	Applicant's Narrative
Exhibit C:	Vicinity Map
Exhibit D:	Images of proposed roof

I. REQUEST

The applicant is requesting a variance from the design standards of FCZDO Section 2.209.02.B3, which state that the roofing material of a manufactured home shall be *composition asphalt, fiberglass, wood shake, or tile*. The applicant is proposing that the roof material of a proposed manufactured home be metal instead of one of the above options.

II. PROCEDURE

According to the Falls City Zoning and Development Ordinance (FCZDO), Subsection 3.102.C, the City processes Variance applications as Type III actions. FCZDO section 3.105 explains the procedures for Type III actions. In accordance with FCZDO section 3.105, notice of the Variance application and hearing mailed to property owners within 250 feet of the subject property on October 6, 2021. The applicable criteria upon which Variance applications are reviewed are found under Falls City Zoning and Development Ordinance 3.202.

III. APPEAL

The decision of the City Council shall be the final land use action on the application unless appealed to the Land Use Board of Appeals (LUBA).

IV. BACKGROUND

On Site. The site is currently vacant/undeveloped.

Surrounding. The subject property abuts vacant properties zoned Residential to the East and North, a developed Residential property to the South, and vacant Commercial-Industrial property across Lombard St. to the West.

V. REVIEW STANDARDS AND CRITERIA

FCZDO section 3.202.E. states, "The Planning Commission may allow a variance from a requirement or standard of this Ordinance after a public hearing conducted in accordance with the review procedures, provided that the applicant provides evidence that the following circumstances substantially exist. Approval shall not be granted unless each of these criteria is met.

- 1. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this Ordinance, topography, or other circumstances substantially exist.*

FINDINGS: The requested variance is to a residential design standard, not a setback or dimensional standard. Staff finds that the applicant has provided reasonable justification for why a metal roof will protect against weather, pine needles, and other natural elements better than wooden or other roofs types.

- 2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or zone.*

FINDINGS: Other properties in the Residential zone have established manufactured homes with metal roofs. Staff finds that the standard to be varied is purely aesthetic and design oriented. The applicant has presented evidence that the metal roof provides increased insulation, protect against both cold and warm weather, and provide increased insulation that will allow the future resident to enjoy the right to develop the property with a manufactured home as allowed by the FCZDO.

- 3. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.*

FINDINGS: Staff finds that the allowance of a metal roof will not be materially detrimental to other properties in the vicinity, nor is it in conflict with any Comprehensive Goals and Policies. In fact, the housing element of the comprehensive plan states that *"Recognizing the manufactured dwellings as a viable and important type of living unit, the city continues to permit the placement of single-family manufactured dwelling units on lots that permit the construction of conventional single-family homes."* Allowing affordable manufactured dwellings on residential lots is a City goal and allowing minor exceptions to the design standards of the manufactured homes increases the city's housing stock.

4. *That the special conditions and circumstances on which the application is based do not result from the negligent or knowing violation of this Ordinance by the applicant.*

FINDINGS: The application is based upon the reasoning the applicant has provided in the attached narrative, not on knowing negligence or violation of the ordinance. Staff finds that the attached justification is sufficient evidence that a metal roof will be beneficial for the property owner and will provide a better insulated, more cost-effective roof.

5. *The variance requested is the minimum variance which would alleviate the hardship.*

FINDINGS: Staff finds that the standard to be varied is not quantifiable. However, the change in roof material is a minor change and therefore meets the intent of criterion 5.

6. *Strict adherence to the requirement or standards is unnecessary because the proposed variance will reasonably satisfy both of the following objectives:*
 - a. *Grant the variance will not create significant adverse effects to the appearance, function or safety of the use on the subject property; and*
 - b. *Granting the variance will not impose limitations on other properties in the area, including uses which would be allowed on vacant or underdeveloped sites.*

FINDINGS: Staff finds that a metal roof as presented in the applicant's materials will have no detrimental effects on the appearance, function, or safety of the use on neighboring properties.

7. *Approval of the application does not conflict with policies and objectives of the Comprehensive Plan.*

FINDINGS: Staff finds the approval of the Variance application would not conflict with the policies and objectives of the Falls City Comprehensive Plan.

VI. SUMMARY FINDINGS, RECOMMENDATION, AND CONDITIONS OF APPROVAL

Based upon the findings contained in the staff report, staff recommends approval of the proposed variance with the following condition:

- A. The applicant shall receive building permit approval from both Falls City and Polk County prior to placement of the manufactured home on the subject property.

VII. SAMPLE CITY COUNCIL ACTION

- A. Adopt the findings in the staff report and approve Variance 2021-01 with conditions.
- B. Deny Variance 2021-01 and state how the submitted application does not meet the applicable approval criteria.
- C. Postpone or continue the public hearing to a time certain, or indefinitely (considering the 120-day limit on applications).

City of Falls City
Land Use Application

File # 21-14
Date Rec'd: 09/13/2021
Fee Paid: 800.00
Receipt No.: 789402
Rec'd By: JW

Type I-A Action:

- ☐ Access Permit
- ☐ Home Occupation Permit
- ☐ Property Line Adjustment
- ☐ Manufactured Home Placement Permit
- ☐ Sign Permit
- ☐ Certification of Appropriateness (COA)
(Historic Preservation Officer)

Type IV Action:

- ☐ Annexation
- ☐ Zone Change
- ☐ Comprehensive Plan Map Amendments
involving more than five (5) adjacent land
owners

Type I-B Action:

- ☐ Flood Plain Development Permit
- ☐ Site Design Review
- ☐ Temporary Hardship Dwelling
- ☐ Partitions
- ☐ Property Line Adjustments with Discretion

Other

- ☐ Pre-Application Conference
- ☐ Land Use Verification Letter

Type II Action:

- ☐ Code Interpretation (standalone application)
- ☐ Modification to Approval
- ☐ Partition Plat Modification

Type III Action:

- ☐ Comprehensive Plan Map Amendments
involving 5 or fewer adjacent land owners
- ☐ Conditional Use Permit
- ☐ Manufactured Home Park
- ☐ Planned Unit Development
- ☐ Subdivision
- ☒ Variance
- ☐ Non-Conforming Use
- ☐ Certificate of Appropriateness (COA)
(Historic Landmark Commission)
- ☐ Designation of a Historic Resource to the
Local Landmark Register
- ☐ Removal of a Historic Resource from the
Local Landmark Register

Applicant(s) WEME CONSTRUCTION Telephone: 503-919-0103

Address: ~~272~~ PO Box 272 McMinnville OR 97128

Owner(s): CLEARWAY REALTY LLC Telephone: 503-810-6374

Address: PO Box 80794 PORTLAND OR 97282

Engineer/Surveyor: N/A Telephone: _____

Address: _____

General Information

Map Page and Tax Lot No.: 86.21CA TL#600 Zone: _____

Location: 260 LOMBARD STREET FALLS CITY OR

Legal Description: 1999-0042 LOT PARCEL 2

Existing Zoning/Comprehensive Plan Designation: _____

Current Use/Structures: OLD HOME REMOVED

Proposed Use: PLACE MANUFACTURED HOME

Topography: FLAT

Surrounding Uses: North: FIELD

South: HOME

East: FIELD

West: ROAD

Acreage of Site: .0.25

Number/Size of New Lots or Parcels: _____
(Attach site map, if applicable)

Natural Features/Hazards of the Subject Site: N/A

Public Utility Providers (gas, electric, water, sewer, telephone): _____

Easements: _____

Volume and Page Number

(As recorded in the office of the County Clerk)

Deed Restrictions: _____

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

Last updated on 11/27/2017 (LA 2017-01)

SUBMITTAL REQUIREMENTS: Please see the Falls City Zoning and Development Code for a list of the submittal requirements for each type of land use application.

All land use applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event an applicant chooses to withdraw an application prior to a final decision being made, the cost as set forth by the ordinance or the actual cost, whichever is greater, must be paid in full.

I certify that I have read, understand, and agree to the charges outlined above:

[Signature]
Applicant(s) Signature

09-07-21
Date

Applicant(s) Signature

Date

.....
We, the following:

Name: CLEARWAY REALTY LLC Telephone: 971-888-4665

Address: PO Box 80794 PORTLAND OR 97280

Being the owner(s) of record or contract purchasers of the subject property respectfully petition the City of Falls City Planning Commission and/or Council for permission to (describe request you are making.)

VARIANCE TO MAINTAIN A METAL ROOF ON MANUFACTURED HOME
REQUESTED TO BE PLACED ON PROPERTY

The applicant(s) shall certify that:

- ◆ The request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the statements in this application and the statements in the prior plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

Dated this 7 day of SEPTEMBER, 2021.

Christopher Schmitt

Signature of each owner of the subject property

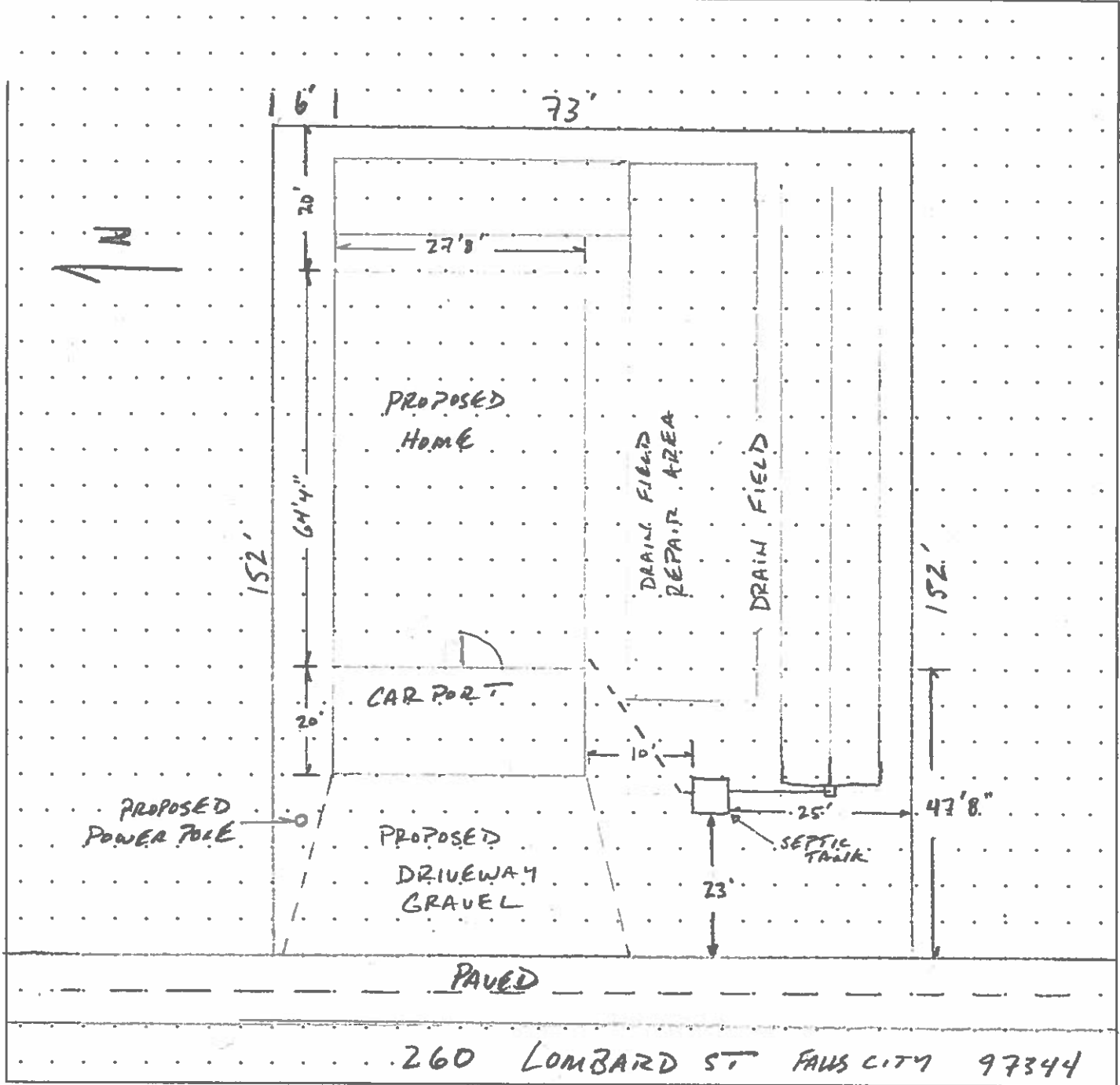
Print name after signature.

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

Last updated on 11/27/2017 (LA 2017-01)

Exhibit B - SITE PLAN

THE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS



NOTES:

Hello Jamie! Here is some narratives as to why we request the variance for the metal roof vs having to change to asphalt or other approved roofing materials.

Our request for a variance to maintain the metal roof on the manufactured home we want to place at 260 Lombard St is based on the following;

Metal roofing material is largely made of recycled material and can be recycled again and again, metal roofs are considered a more sustainable choice than asphalt shingles. Metal roofs are also more energy-efficient thanks to their reflective qualities, which can block heat transmission to the home's interior. Specialized paint coatings can further reduce the homes cooling bills. Asphalt shingles, on the other hand, need to be replaced more frequently than metal roofs; it's estimated that U.S. landfills receive nearly 20 billion pounds of old asphalt shingles annually. Also, asphalt shingles are a petroleum-based product, which increases dependency on fossil fuels. Metal roofs are more environmentally friendly.

Metal roofs also sheds snow, ice, rain and tree debris (needles, leaves etc.) better than complaint roofs which hold moisture and allow moss to grow and well as break down or rot wooden materials underneath.

Insurance companies also prefer metal roofs because research has shown that homes with metal roofs receive less damage from storms and house fires.

Metal roofs in general increase the value of the home.

Hope this is sufficient information to allow our request for a variance to pass city counsel.

Thank you!

Woody

THIS MAP IS FOR ASSESSMENT AND
TAXATION PURPOSES ONLY

N.E.1/4 S.W.1/4 SEC. 21 T.8S. R.6W. W.M.

See Map 8.6.21BD

Polk County

1" = 100'

SHELDON

8.6.21CA

LOMBARD

STREET

LOMBARD

STREET

See Map 8.6.21CB

LEWIS

STREET

CLARK

ESTELLE

STREET

600
PARCEL 1

601
PARCEL 2

700
.48 AC.

802
0.15 AC.

801
.64 AC.

701
.11 AC.

800
1.13 AC.

900
.29 AC.

1400
.57 AC.

901
.28 AC.

1000
.37 AC.

1300
.52 AC.

1100
1.00 AC.

1200
1.00 AC.

602
PARCEL 3

500
2.41 AC.

2400
3.02 AC.

2400

2302
PT PARCEL 3
2.38 AC

1501
2.47 AC

1600
.47 AC.

1500
.16 AC.

1701
PARCEL 2

1705
PARCEL 3

1704
PARCEL 1

GAP

1703
.52 AC.

1700
.52 AC.

1702
.52 AC.

1802
.85 AC.

2300
PARCEL 2
0.26 AC.

2301
PARCEL 1
0.60 AC.

1800
1.69 AC

1900
.96 AC.

1801
1.00 AC.

592.02 SOUTH
N.E. CORNER
JOHN S. SELDON D.L.C.

EAST

AVENUE

200
.68 AC.

100
2.50 AC.

201
.68 AC

300
1.52 AC.

400
3.90 AC.

2300
PARCEL 2
0.26 AC.

2301
PARCEL 1
0.60 AC.

23.09 CH SOUTH
N.E. CORNER
SHELDON D.L.C.

2200
1.68 AC.

2002
2.76 AC.

SHELDON

2100
1.17 AC.

AVENUE

2101
.71 AC.

Canceled No.

603
1502
1803
1901
2000
2001
2303

See Map 8.6.21DB

2-9

2109.77 SOUTH &
330.00 WEST OF N.E.
CORNER D.L.C. NO. 41







AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: AJ FOSCOLI, CITY MANAGER
SUBJECT: RESOLUTION 09-2021, FY 21-22 SUPPLEMENTAL BUDGET 1
DATE: NOVEMBER 8, 2021

SUMMARY

A budget amendment request to reflect donations, anticipated grants and unanticipated emergency relief funds from the American Rescue Plan Act for FY 2021-2022.

BACKGROUND

Oregon Local Budget Law requires that a city budget be balanced, and that the agency will not spend more than budgeted. The law does allow provisions for adjustments for unforeseen revenues, or expenditures that would not have been known were needed at the time of the preparation of the budget.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends the City Council approve the resolution allowing the adjustment and making appropriations.

ATTACHMENTS

Resolution 09-21, FY 21-22 Supplemental Budget No. 1

Exhibit A, Supplemental Budget No. 1

Exhibit B – Email Correspondence- CoronavirusReliefFund * DAS

Exhibit C – Email Correspondence- SAMHSA Rural EMS Training Grant

Exhibit D – DLCD 2021-23_HB2001-HB2003_Housing_Grant Agreement

PROPOSED MOTION

I move that the Falls City Council adopt Resolution 09-2021, FISCAL YEAR 2021-2022
SUPPLEMENTAL BUDGET 1

Resolution 09-2021

FISCAL YEAR 2021-2022 SUPPLEMENTAL BUDGET 1

Whereas, a Supplemental Budget is the appropriate mechanism to recognize sources of revenue or expense that were unknown at the beginning of the fiscal year; and

Whereas, each adjustment in this supplemental budget meets one of the exception criteria to avoid the full budget process; and

Whereas, this type of Supplemental Budget can be properly adopted through the resolution process at a regular meeting of the City Council, without a public hearing;

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council adopts FY 21-22 Supplemental Budget 1, on file in City Hall located at City Hall 299 Mill Street, Falls City Oregon 97344.

Section 2. The appropriations for FY 21-22 Supplemental Budget 1 are hereby adopted.

Section 3. The attached exhibits "A", "B", "C" & "D" represent the entirety of FY 21-22 Supplemental Budget 1 and are hereby made part of this resolution.

Section 4. This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of the Mayor.

Approved:

Date

TJ Bailey, Mayor

Attest:

Date

Jamie Ward, City Recorder

Exhibit A

Falls City 2021-2022 Budget Adjustment 1

Resolution 8-2021

Fund	Account	Original Budget	Increase	Decrease	Revised Budget
1. General Fund: Administrative					
Revenues	American Recovery Plan Act Fund	\$ -	\$ 117,210.74	\$ -	\$ 117,210.74
2. General Fund: Fire					
Revenues	EMS Rural Training Grant	\$ -	\$ 24,357.80	\$ -	\$ 24,357.80
3. General Fund: Administrative					
Revenues	DLCD Planning Grant	\$ -	\$ 7,450.00	\$ -	\$ 7,450.00
total					
		\$ -			\$ 149,018.54

1. 1st Tranche of American Recovery Plan Act Funds disbursed through Department of Administrative Services for 2021
2. EMS Rural Training Grant (no match)
3. DLCD HB 2001 & HB 2003 Planning Assistance Grant

Notice Posted in Polk IO for 10/27/21 run

From: [CoronavirusReliefFund * DAS](#)
To: [AJ Foscoli](#)
Subject: OR8060 (City of Falls City): Upcoming payment & reporting information
Date: Friday, August 13, 2021 11:32:13 AM

Thank you for submitting your request for the first tranche of the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF). The Department of Administrative Services (DAS) is currently in the process of disbursing your city's first tranche amount of \$117,210.74. The US Treasury requires the state to assign a **unique ID** to each non-entitlement unit (NEU) for purposes of reporting to U.S. Treasury. The unique ID for City of Falls City is [OR8060](#).

As a prime recipient of CSLFRF funding your city is required to complete reporting to US Treasury no later than October 31, 2021 in accordance with the Compliance and Reporting Guidance. When completing this reporting you will be required to include the unique ID provided above. As stated in the original email, you will also be required to submit to US Treasury a copy of the signed award terms and conditions (Attachment B), a signed copy of the assurances of compliance with Title VI (Attachment C) and the NEU actual budget documents validating the top line budget total provided to DAS as part of the request for funding in Attachment A.

We recommend a routine review of the US Treasury website for the Coronavirus State and Local Fiscal Recovery Funds (<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>) which contains a variety of links and documents including guidance and FAQs that are updated regularly.

Additionally, the following information has been copied from the July 21, 2021 email and is provided again for reference purposes:

To aid the NEUs in their understanding of the federal requirements associated with the CSLFRF, US Treasury has provided the following guidance documents:

- Interim Final Rule (<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>)
- FAQs on the use of CSLFRF, which are being regularly updated (<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>)
- FAQs on the distribution to NEUs, which are being regularly updated (<https://home.treasury.gov/system/files/136/NEU-FAQs.pdf>)
- Compliance and Reporting Guidance (<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>)

Further, NEUs must register and maintain an active registration on SAM.gov. Registration is required prior to the first annual report due by October 31, 2021 to US Treasury and annually thereafter. If your city is not registered with SAM.gov, we recommend that it register when the request for the initial payment is submitted to DAS as it can take weeks for the process to be completed.

If there are any questions, please email CoronavirusReliefFund@Oregon.gov.

Regards,

DAS Fiscal Relief Team

Data Classification: Level 1 - Published

Exhibit C

From: [Carvalho, Humberto \(SAMHSA/OIEA\)](#)
To: [Sharon](#)
Cc: [AJ Foscoli](#)
Subject: RE: 2021 Rural EMS Training Grant info
Date: Wednesday, September 22, 2021 11:41:11 AM
Attachments: [SAMHSA_NOA_1H79TI083885-01.PDF](#)

Your program received the requested \$24,357. Please find the notice of award attached. This is what was proposed:

DESCRIPTION OF PROJECT: This Rural Emergency Medical Services Training Grant will provide 6 major purposes. 1. This project will provide training to keep our present Volunteer Emergency Medical Personnel current, up to date and state certified in order to continue to respond on emergency calls in our rural community. 2. To train and certify 8-10 additional new personnel as Volunteer Emergency Medical Responders to increase our capacity and ability to respond on calls and reduce situations when we do not have enough personnel to respond on some calls currently. 3. To provide continuous training for our entire fire department including all Medical, Fire Fighters and Support personnel in Basic and Advanced First Aid, CPR, Automatic External AED, Blood Borne Pathogens, Mental Health Awareness First Aid, and skilled awareness in Drug and Alcohol Overdose, with assessment, emergency care and the administration of Naloxone for Opioid OD. 4. This will satisfy training requirements for all local, state and federal agencies for the department necessary to respond on any emergency medical call. 5. Increase our EMS personnel response capacity to reduce lack of medical responders available currently for emergency calls. 6. This Grant will purchase new training equipment and supplies providing volunteers with an opportunity to practice realistic hands on skills practice and performance using manikins that have realistic anatomy, difficult airways, IV training access, actual heart and lung tones, real blood pressure simulations and pulses representing victims who are in shock or severe medical or trauma distress and allowing practice in scenario life like treatment and care. This project is created as a 12 month on-going, in-person class, engaging didactic and one on one hands on skills specifically designed to use these new tools to give Emergency Medical Responders increased knowledge, improved skills, safer responses and build confidence needed to provide better emergency care for our victims and patients in our rural community.

Please let me know if you have any question.
Thank you

Humberto M. Carvalho, MPH

Public Health Advisor – Project Officer
Office of Intergovernmental and External Affairs - OIEA
Substance Abuse & Mental Health Services Administration-SAMHSA
5600 Fishers Lane – 18E12A
Rockville, MD 20857
Phone: 240-276-2974
E-mail: humberto.carvalho@samhsa.hhs.gov

From: Sharon <pookie122917@aol.com>
Sent: Wednesday, September 22, 2021 2:20 PM

To: Carvalho, Humberto (SAMHSA/OIEA) <Humberto.Carvalho@samhsa.hhs.gov>

Subject: Re: 2021 Rural EMS Training Grant info

Also, I have not recieved any information about the award notice, the grant information, how much the award is, or how we recieve the fundings. All I received was this notice you sent to the city manager, AJ, that we did get the grant award.

I am not sure if the city manager recieved it and did not know what it was, maybe? Could you please send me info for this grant. I am in the dark as far as how it works, how we recieve funding, ordering things for the grant, etc. Thank you again!!

Sharon

-----Original Message-----

From: Sharon <pookie122917@aol.com>

To: Humberto.Carvalho@samhsa.hhs.gov <Humberto.Carvalho@samhsa.hhs.gov>

Sent: Wed, Sep 22, 2021 11:15 am

Subject: Re: 2021 Rural EMS Training Grant info

Hi Humberto,

I thought I should touch basis with you again, as I have not heard back from you with the presentation information. Remember, I will be at work in a very remote area this Friday with no Internet service and most likely no cell service.

I am sure that you are really busy! Just wanted to stay in touch.:~)

Thank you Humberto! I hope your week is going great for you!

Take care, stay well,

Sharon Volk Greve

Assistant Chief

Falls City Fire

(City of Falls City grant award)

Cell: (503) 871-5140

-----Original Message-----

From: Carvalho, Humberto (SAMHSA/OIEA) <Humberto.Carvalho@samhsa.hhs.gov>

To: Sharon <pookie122917@aol.com>

Sent: Tue, Sep 14, 2021 9:41 am

Subject: RE: 2021 Rural EMS Training Grant info

Hi Sharon;

I will be preparing a power point prestation for the call on the 24th and I will send it to you in advance.. thank you can go over the presentation at your own time and if you can let me know the best day and time for us to have a call I will send you a WebEx link so I can provide you with all the information. Thank you.

Humberto M. Carvalho, MPH

Public Health Advisor – Project Officer

Office of Intergovernmental and External Affairs - OIEA

Substance Abuse & Mental Health Services Administration-SAMHSA

5600 Fishers Lane – 18E12A
Rockville, MD 20857
Phone: 240-276-2974
E-mail: humberto.carvalho@samhsa.hhs.gov

From: Sharon <pookie122917@aol.com>
Sent: Tuesday, September 14, 2021 12:09 PM
To: Carvalho, Humberto (SAMHSA/OIEA) <Humberto.Carvalho@samhsa.hhs.gov>
Subject: 2021 Rural EMS Training Grant info

Hi Humberto,

I just called you on the phone a few minutes ago. Here is my email address:
Pookie122917@aol.com

I am with the Falls City Fire Dept. Our grant was applied under the "City of Falls City". We are so excited and so very appreciative of this grant! I was very surprised to see that we were one of the very lucky ones to receive this fantastic opportunity!

My work site on Friday, Sept 24th, is very remote with no Internet service and often times very sketchy cell service. Our dept is 100% volunteer. We all have day jobs, I do most of the administration work for the dept on my off hours, usually remotely at home. We do not have anyone else on the dept who could attend the meeting.

Thank you for offering to send me the information that you would be covering in the meeting separately. That is very kind of you.

Also, I want to thank you again, for all the help you gave me when I was applying for this grant! This was my first grant application like this one, and you were a very big help. I could not have been successful in this grant without your assistance. Thank you!

I look forward to hearing from you soon.
Take care,
Sincerely,
Sharon Volk Greve
Assistant Chief
Falls City Fire Dept.
City of Falls City, Oregon
My personal Cell: (503) 871-5140

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
2021-2023 HB 2001 & HB 2003 PLANNING ASSISTANCE GRANT



AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: October 14, 2021	
Grantee Mid-Willamette Valley Council of Governments on behalf of City of Falls City 299 Mill Street Mill City, Oregon 97344	Grant No. HA-23-195
Project Title: Greenhaven RV Park redevelopment and code update	
Grantee Representative Kiel Jenkins, Associate Planner 503-540-1616 kjenkins@mwvcog.org	DLCD Grant Manager Sarah Marvin 503-559-1380 Sarah.marvin@dlcd.oregon.gov
GRANT AMOUNT: \$7,425	CLOSING DATE: May 31, 2023
Last day to amend agreement: March 1, 2023	

Signature

Grantee shall return a signed agreement to DLCD by e-mail within thirty (30) days of the Offer Date. If not signed and returned without modification by Grantee within thirty (30) days of the Offer Date, the DLCD Grant Program Manager may terminate this offer of the grant award. Upon receipt of the Agreement signed by Grantee, the DLCD Grant Program Manager shall sign and return a digital copy of the signed document via e-mail.

List of Products

Signed agreement: between the Grantee and consultant, no later than three business days after both parties have signed the agreement. (Project Requirement 7)

Task 1: Project Kick-Off

Task 2: Background Report

Task 3: Development Code Update

Task 4: Site Design Review

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

Service Graphics LLC
140 MAIN ST, Rickreall, OR, 97371
andrew@sgsigns.com
503-623-9727

www.sgsigns.com



Service Graphics
PO Box 205 • Rickreall, OR 97371
503.623.9727
—IMPRESSIONS THAT STICK—

Quote 1448

Set of Magnets

SALES REP INFO

QUOTE DATE

11/01/2021

QUOTE EXPIRY DATE

12/01/2021

TERMS

Standard Terms

ORDERED BY
Falls City

CONTACT INFO
AJ Foscoli
Manager@fallscityoregon.gov
+1 503-787-3631

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)
1	Vehicle Magnet Set Magnetic vehicle sign Width: 24 Inches Height: 15 Inches	2	Each	\$54.25	\$108.50

This quote is based on specific information you have given us and is valid for 30 days. When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we will schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make changes?

No problem - but realize changes to quantity or specifications may affect your price. We will provide you with an updated quote based on changes.

Subtotal:	\$108.50
Sales Tax (0%):	\$0
Total:	\$108.50

Page 81

SIGNATURE:

DATE:



AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER FOSCOLI
SUBJECT: ARPA FUNDS REQUEST TO POLK COUNTY FOR CURRENT AND FUTURE WASTEWATER SYSTEM
DATE: NOVEMBER 8, 2021

BACKGROUND

The City of Falls City has had conversations in the past with Polk County as to their intended use of ARPA (American Recovery Plan Act) funds. Though the county is under absolutely no obligation to expend their limited funds for any project inside municipal city limits, as an organization, the Polk County Board of Commissioners has expressed an interest in supporting Falls City with its current and future infrastructure upgrades.

SUMMARY

State, county and municipal governments have had an unusual fiscal challenge in the past six months in the form of the potential and legal uses for their share of the ARPA (American Recovery Plan Act) funds. Earlier this year, Polk County administration created a living document encompassing several eligible uses of these funds and among them, at the request of several Falls City interested parties, the current and future expansion of the city's wastewater treatment plant project was included. As the county has gone through preliminary budget analyses as to how to best expend these unanticipated funds, the willingness to consider allocating funds in support of Falls City's efforts to replace and expand its aging, outdated and non-compliant wastewater treatment system has continued. As conversations have been ongoing between Falls City staff and Polk County, it has become apparent that support for an updated Facilities Plan for future upgrades to include the entire city of Falls City, goes hand in hand with the currently planned wastewater treatment plant project.

City staff is preparing to make a presentation to the Polk County Board of Commissioners illustrating the dire need that Falls City has to reduce the rate increase impact that the new wastewater treatment system will have on ratepayers, as well as illustrating the need to prepare for the next phase of the system to include the rest of Falls City residents. Since both of these requests would yield the city of Falls City funds from Polk County that are not included in any of the city's budgeting documents, it is important that the council be in favor of receiving such an unanticipated allotment of funds. The current estimate of funding that the county is willing to consider for support of the current wastewater treatment system is \$500,000. In addition, the current estimate of funding that the county is willing to consider for support of an updated Facilities Plan is \$75,000. These totals are only estimates and entirely dependent on deliberation by the Polk County Board of Commissioners.

STAFF RECOMMENDATION

Staff recommends presenting the financial need that the city of Falls City has in building and expanding its wastewater treatment plant to the Polk County Board of Commissioners for their consideration of financial support.

PROPOSED MOTION

Recommend a motion to direct the City Manager to present the financial need that the city of Falls City has in building and expanding its wastewater treatment plant to the Polk County Board of Commissioners for their consideration of financial support.

ATTACHMENTS

Attachment A – Wastewater Project Presentation to Polk County BOC

Attachment B – Westech Facilities Plan Proposal

Wastewater Project Funding

Presentation to Polk County

November 2021

Prepared by:



Today's Agenda



- Why we are here today and what we want from you
- Funding Scenarios for the wastewater project
- Forecasted monthly sewer rates under alternative funding scenarios
- Next steps
- Questions & comments

Why We are Here Today



- The STEP/STEG system was built in the mid 1980's (35+ years old). Current plan is to replace the existing recirculating graver filter/drain field system with a facultative lagoon treatment system.
- Current sources and uses of project funding:

Sources of Fund:

Balance of CDBG award not yet spent	\$ 2,100,000
Local community match funding (loan proceeds)	<u>2,000,000</u>
Total sources of funds	4,100,000

Uses of Funds:

Facultative lagoon WW Treatment project	\$ 4,100,000
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- Estimated project completion date is June 30, 2023
- If we can secure ARPA support from Polk County, we can mitigate significant future sewer rate increases.

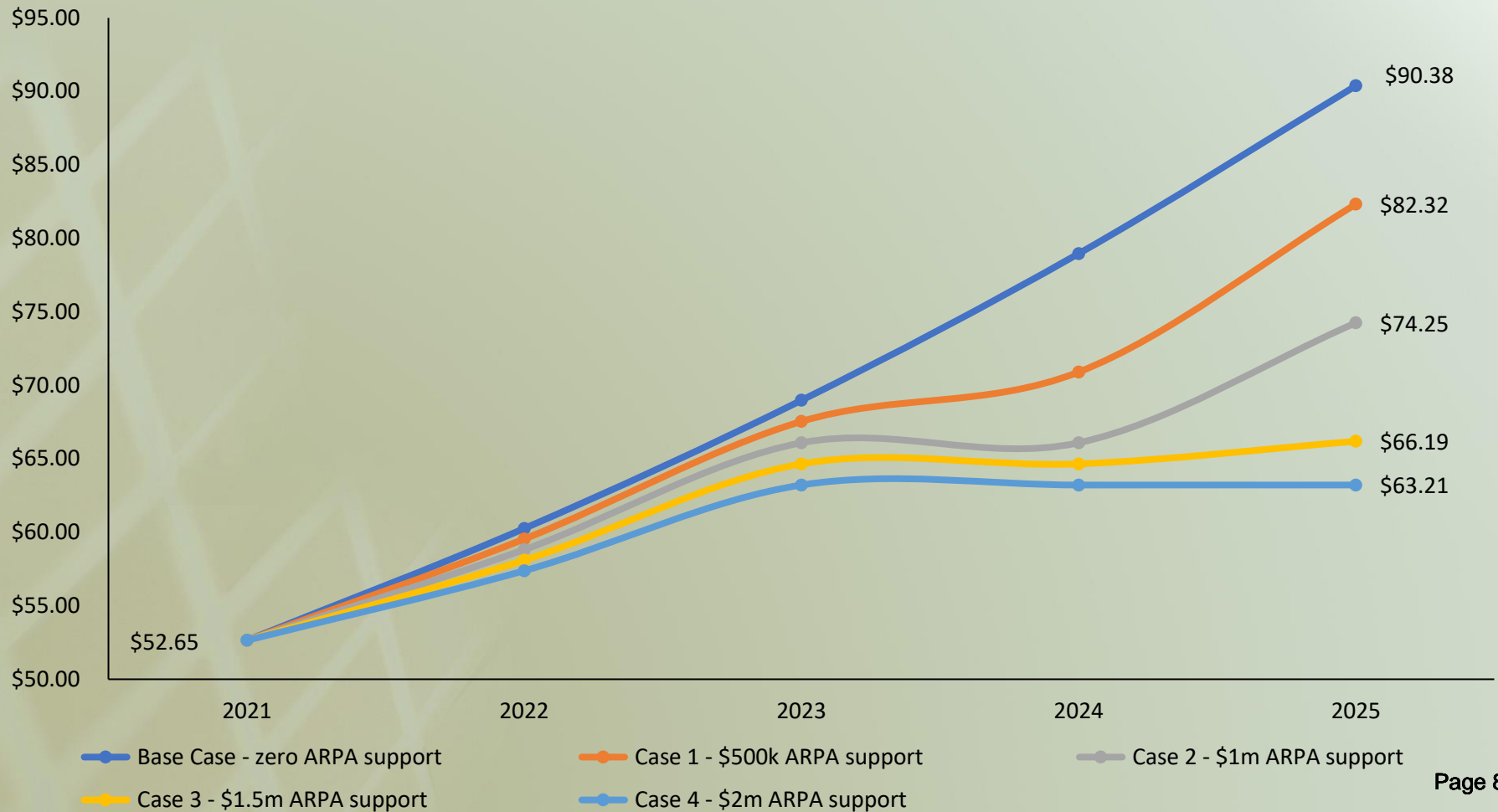
Funding Scenarios for the Wastewater Project



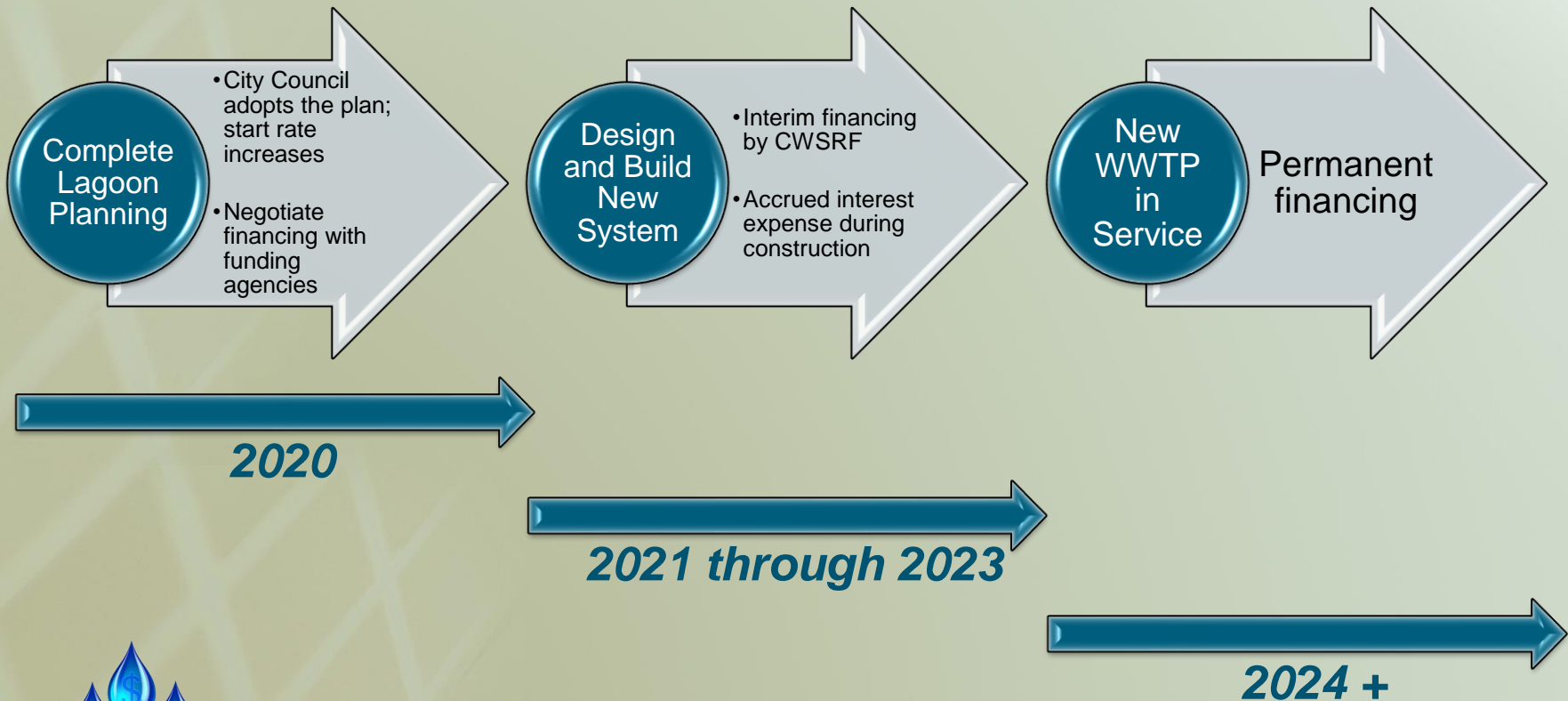
- Definition of project funding scenarios

Scenario Name	Project Cost	CDBG Grant	Polk County ARPA Support	Net Falls City Local Share
Base Case – zero ARPA support	\$ 4,100,000	\$ 2,100,000	\$ -	\$ 2,000,000
Case 1 - \$500k ARPA support	\$ 4,100,000	\$ 2,100,000	\$ 500,000	\$ 1,500,000
Case 2 - \$1m ARPA support	\$ 4,100,000	\$ 2,100,000	\$ 1,000,000	\$ 1,000,000
Case 3 - \$1.5m ARPA support	\$ 4,100,000	\$ 2,100,000	\$ 1,500,000	\$ 500,000
Case 4 - \$2m ARPA support	\$ 4,100,000	\$ 2,100,000	\$ 2,000,000	\$ -

Forecasted Monthly Sewer Rates Scenarios



Draft Schedule for the Project



Next Steps



- Continue work on the lagoon plan and advise the Council on progress.
- Continue work on securing interim and permanent financing for the project.
- Prepare for project construction

Questions





November 1, 2021

AJ Foscoli
City Manager
City of Falls City
299 Mill Street
Falls City, OR 97344

RE: Wastewater System Facilities Plan – Engineering Services Proposal

Dear AJ:

Westech Engineering is pleased to offer to provide the City of Falls City with the engineering services needed to prepare a wastewater facilities plan that describes the improvements needed to extend sewer service to the entire City. The City's existing wastewater system serves only a small portion of the residents within the City. The City would like to identify the improvements needed to extend service to the remainder of the community. Based on our discussions, we understand that the City would like to present this information in the form of a "wastewater system facilities" plan that meets the requirements of the various funding agencies. The document will be submitted to the Oregon DEQ for review and approval, adopted by the City Council, and be used as the basis for funding applications for various state and federal funding programs. We are prepared to produce facilities plan in accordance with the scope of work described below. The remainder of this proposal into the following sections.

- Background Information/Project Understanding
- Facilities Plan Requirements
- Scope of Work
- Schedule
- Fee Schedule

Short discussions on these matters follow.

BACKGROUND INFORMATION/PROJECT UNDERSTANDING.

The City owns, operates and maintains the publicly-owned, sanitary sewer utility that serves about half the residents in the City. The remainder of the residents are served by privately-owned onsite septic systems with drain fields. The public system consists of a septic tank effluent collection system that conveys water to a treatment plant located near the Falls City High School. Within the public system, wastewater from each customer drains to a septic tank that is owned and maintained by the City. Effluent from the septic tank is either pumped, or flows by gravity to the centralized treatment facility located near the High School. The effluent is treated and discharged to the Little Luckiamute River during the winter months and to a drain field during the summer months.

The City completed a wastewater facilities plan for the public system in 2013 that recommended abandoning the existing treatment plant and constructing a new facultative-lagoon treatment system east of the City. The City is currently in the process of implementing this recommendation. The bulk of the design work for the improvements has been completed. The City is currently working on assembling the funding package for the construction of the improvements and anticipates construction in 2023. These improvements address shortcomings with the existing treatment plant, but are not sized to accept wastewater from the remainder of the City. The 2013 facilities plan also did not identify the improvements needed to extend the public collection system to the remainder of the residents that are currently served by private on-site systems.

By the end of 2023 or early in 2024, the construction of the new treatment plant should be completed and the City would like to then focus on extending the system to serve more residents. It is anticipated that new collection piping will be needed to extend the collection system to the remainder of the City. Some improvements to the existing collection system are also likely to be needed to address aging infrastructure or to provide the capacity needed to convey flow from the additional customers. The facultative lagoon treatment system will also need to be expanded to treat flow from the additional users. The facilities plan will present a detailed description of the improvements needed to serve the remainder of the City. Where possible, the needed improvements will be separated into logical projects that can be prioritized and implemented over time as funds become available. The facilities plan will include a listing of the capital improvement projects needed to serve the entire City and will provide the technical information needed for funding assistance applications in accordance with agency requirements as described below.

FACILITIES PLAN REQUIREMENTS.

The facilities plan needs to conform to DEQ requirements as described in the DEQ guideline document "Guidelines for the Preparation of Facilities Plans and Environmental Reports for Community Wastewater Projects." Key elements that must be included in the plan are listed below for reference. The proposed facilities plan will conform to these requirements.

1. A statement of purpose, background, and need for the wastewater facilities planning being undertaken.
2. A definition of the planning study area. The study area should include the entire service area, such as an urban growth boundary or service district boundary. The plan must also demonstrate consistency with the applicable city and/or county comprehensive land use plan.
3. A technical description and evaluation of all existing wastewater collection, treatment and disposal facilities in the study area. This section should identify all known problems in the system along with the data, research and analysis techniques used to identify the extent, location and type of problem.
4. A projection of the future wastewater flows and waste loads is required. The planning period is normally twenty (20) years from completion of construction. While alternate flow projection methods may be proposed, the facilities plan must include a probability analysis of peak flows based on DEQ flow-projection guidelines. Population projections need to be consistent with applicable city and/or county comprehensive plans.
5. A discussion of the regulatory requirements that must be met by all viable alternatives is necessary. These include regulations pertaining to surface and storm water discharges, erosion control, effluent reuse, groundwater, sludge management, and wetland or waterway impacts. The facilities plan must include a discussion of the water quality status of the receiving stream (i.e., 303d list) and impact the discharge has on each parameter for which the stream is water quality limited. It must also include a discussion of the permit effluent limits and the Total Maximum Daily Load (TMDL), if one is completed or proposed.
6. A general description of all viable alternatives and a description of the alternative selection process are key to the planning process. The facilities plan must include a justification and methodology for selecting the recommended alternatives. There should be enough detail and clearly stated conclusions in addressing each alternative to make it clear why each is or is not viable. A description of the recommended alternative in detail is necessary.

7. Technical descriptions in facilities plans should meet DEQ guidelines for pre-design engineering reports. Adequate details about individual components and processes must be presented for all proposed facilities. The level of detail must be sufficient for an engineer who was not involved in the report to produce plans and specifications for the construction of the same facility that was envisioned by the report writers, without changes to process siting or arrangement. Any major decisions on equipment, layout, sizing, or process that are being deferred to a separate pre-design report or which are being postponed until the preliminary design phase should be identified. Analysis of financing options for the preferred alternative and competitive alternatives, and a viable financing plan for construction, long-term operations and maintenance, and replacement is a necessity.

SCOPE OF WORK.

To achieve the objectives listed above, the work plan as shown below is proposed for the City's consideration.

1. **Initial Kick-off Meeting.** Westech will coordinate a kick-off meeting with City staff (as well as other interested representatives of the City) to review the project's objectives and desired scope of work. We will obtain concurrence by affected parties regarding project objectives, milestones, schedule, etc. The study area boundary and zoning designations will be confirmed. Arrangements will be made to obtain as much of the existing information base as possible. Existing information to be obtained for review includes, but is not limited to the following.
 - As-built drawings for collection system additions that have occurred during the last twenty years as well as records regarding any I/I control projects.
 - Prior studies or master plans affecting the study area.
 - Prior I/I Studies, TV Inspections, or Smoke Testing Data (if available)
 - As-built drawings for the pump stations and the City's wastewater treatment plant.
 - Known plans for future developments including collection system additions, pump station(s) improvements, etc.
 - Any known anticipated ODOT or County improvement plans.
 - Correspondence with DEQ during the past three years pertaining to the NPDES permit, compliance issues, etc.
 - Copies of the Discharge Monitoring Reports (DMR's) for the treatment plant from November 2018 to the present.
 - Outfall inspection reports (if any)
 - Current sewer use ordinance
 - Current user rates and SDC fees
 - Current budget for wastewater utility fund and any other funds used to finance wastewater system improvements
 - A summary of all debt held by the wastewater utility.

We will arrange the meeting with City staff and hope that the City can have compiled many of the documents listed above for our use at the close of the meeting.

2. **Periodic Meetings with the City & DEQ.** Since the facilities plan will be submitted to DEQ for review and approval, we anticipate the need to meet with them periodically during the process to ensure orderly completion of the study. We anticipate two meetings with DEQ during the course of the study. An additional two meetings will be held with City staff as required to obtain input and make appropriate decisions in a timely and efficient manner. Two presentations to the City Council are assumed.
3. **Gather and Review Existing Information.** Review the existing information related to the sewer utility including that listed above.

4. **Preliminary Field Investigations.** Perform field inspections of the City's pump stations and the wastewater treatment plant.
5. **Population Projections.** Determination of the projected population in the design year is a key component in projecting the future needs of the collection, treatment and disposal facilities. Projections will be based on the population forecasts prepared by the Portland State Population Research Center.
6. **Digital Collection System Map.** Prepare an overall map of the City's wastewater collection system. The map will show the general location of the sewer mains, manholes, stream crossings, etc. The map will be prepared using existing information on the collection system provided by the City and some field proofing.
7. **Projection of Future Flows and Loadings.** The flow and loading conditions for the WWTP will be projected per DEQ guidelines.
8. **Identify Sewer Extension Projects.** Analyze the existing collection system and the topography of the unserved areas to determine the most efficient way to extend sewer service to the areas within the UGB that are not currently served by the City's system.
9. **Analyze the Existing Collection System.** Analyze the existing collection system to identify any portions of the system that will reach the end of their useful life during the planning period or that will need to be upsized to accommodate the increased wastewater flow from the new customers.
10. **Identify Treatment Plant Improvements.** This analysis will be based on the assumption that the new facultative lagoon treatment system as designed by Westech Engineering, Inc. has been constructed and is in service. Based on this assumption, the improvements needed to provide the treatment capacity for the remainder of the City will be identified.
11. **Prepare the First Draft of the Facilities Plan.** The first draft of the document will be a nearly completed document. The draft will be prepared in accordance with the DEQ guideline document "Guidelines for the Preparation of Facilities Plans and Environmental Reports for Community Wastewater Projects." These guidelines are described above. The primary purpose of this submittal is to seek comments from City Staff prior to submission to the Council. For those projects where an alternatives analysis is needed, the first draft will include an identification of the alternatives under consideration. Final recommendations for each project will be made where the determination of a recommended alternative is relatively straightforward. For those projects, where the recommended alternative is less obvious, the draft document may not include a recommendation. In these cases, we will work with City Staff and the Council to select preferred alternatives.
12. **Present the First Draft to City Staff.** The first draft of the document will be submitted to City Staff for comment. Four (4) copies of the first draft will be printed for review by the City. We will then arrange to meet with City Staff to review the document and seek comments. For projects that lack an obvious preferred alternative, we will work with staff to review the various alternatives with the goal of selecting a preferred alternative for presentation in the second draft of the document.
13. **Prepare the Second Draft of the Facilities Plan.** Based on comments from City Staff, revisions will be made, and the second draft of the document will be produced. The primary purpose of the second draft is to engage the City Council in the planning process. Ten (10) copies of the second draft will be printed and submitted to the City.
14. **Present the Second Draft of the Facilities Plan.** The second draft of the facilities plan will be presented to the City Council for review and comment. Copies of the document will be submitted to the Council members for review.

Once the Council is ready, we will make a presentation to the Council and field any questions. To the maximum extent possible, the second draft of the facilities plan will include a capital improvement plan with a list of recommended projects ranked by priority. For some projects, a recommended alternative may not be identified in the second draft. In these cases, we will work with the City Council and Staff to select a preferred alternative prior to the preparation of the third draft.

15. **Prepare the Third Draft of the Facilities Plan.** Based on comments from the Council, revisions will be made and the third draft will be prepared. The third draft will be a complete document ready for DEQ review. The third draft will include detailed information for the preferred alternative(s) in a format consistent with DEQ requirements. It is anticipated that this will include preliminary conceptual layouts and preliminary alignments and sizing of facilities, but that the selection of specific equipment and/or detailed flow schematics will be deferred until the pre-design stage of each of the capital improvement projects.
16. **Submit the Draft Facilities Plan to DEQ.** Upon approval from the City, the third draft will be submitted to DEQ for review. Three (3) copies of the document will be printed. Two will be submitted to DEQ and one will be submitted to the City.
17. **Prepare the Final Facilities Plan.** Upon receipt of comments from the DEQ, the final draft of the facilities plan will be prepared. Changes to the document will be made to address DEQ comments. Any major changes to the preferred alternatives will be reviewed with the City Staff and the Council as appropriate. Upon completion of this task the facilities plan will be complete. We will provide the City with five (5) hard copies of the final document as well as an electronic copy in portable document format.
18. **Exclusions.** Not included in our proposed scope of work are the following items. If desired by the City any of these services can be added through a contract amendment process.
 - Environmental studies or evaluations (e.g., wetlands, biological assessments, etc.).
 - Cultural or historic surveys or inventories.
 - Geotechnical investigations.
 - Topographic surveys.
 - Land, easement and right of way acquisition services.
 - Financial planning, user fees, SDC calculations or other related financial planning work.
 - We have also assumed that funding for the proposed work effort will be from City funds. Therefore, our proposed scope of work does not include coordination with government funding agencies.

SCHEDULE

Westech is prepared to begin work on this project upon authorization. We anticipate the first draft of the facilities plan will be ready for review by City Staff in about 12-18 months after authorization. The process of gaining Council approval and DEQ approval of the document will likely require an additional 6 months.

FEE SCHEDULE.

Westech Engineering proposes to provide the services as outlined above in the on a time and materials basis in accordance with our current contract with the City for total fees not to exceed \$75,000.

If the City decides to proceed with the work scope summarized herein, we assume that the City will authorize us to proceed with these services under our existing city engineering contract (we will provide separate invoices for this work to allow the City to accurately track costs).

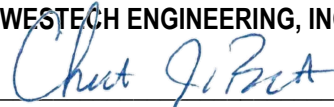
November 1, 2021
AJ Foscoli
City of Falls City
Page 6

Upon your authorization to proceed, we are prepared to start immediately on the project coordination and design. This proposal is valid for 12 months from today's date.

Thank you for the opportunity to prepare this engineering services proposal. Westech Engineering enjoys working with the City and its staff. Should you have any questions or need additional information, please do not hesitate to contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.



Christopher J. Brugato, P.E.

cjb
enc.

AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER FOSCOLI
SUBJECT: LAND SALE TO FALLS CITY FROM POLK COUNTY
DATE: NOVEMBER 8, 2021

BACKGROUND

The City of Falls City has been approached by Polk County to purchase a 2.3 acre parcel of land in Falls City that is residentially zoned for \$1.

SUMMARY

During a recent visit to Polk County offices, the topic of repossessed land within Falls City city limits came up. Polk County is currently the owner of 2.3 acres of residentially zoned land at 139 Sheldon Ave. As this property is within city limits, Polk County is interested in the possibility of transferring its ownership to Falls City. The parcel in question is within 700 feet of the existing sewer system, so it has the potential for future development that would add to between 10-12 single family units or a multifamily complex to Falls City's housing stock. In preparation for the city council's deliberation on whether to accept this offer from Polk County, city staff has approached several affordable housing development organizations to gauge their interest in partnering with the city to strategize on how to develop this land for housing purposes. Polk Community Development Corporation, Mid-Willamette Valley Community Action Agency and United Way are all interested in partnering to bring more affordable housing online for the Falls City community. The affordable housing organizations' willingness to partner to build more affordable housing in Falls City, creates the perfect condition for a transformative project to help Falls City achieve its long-term potential of a vibrant community with a balanced inventory of housing options for its current and future residents.

STAFF RECOMMENDATION

Staff recommends agreeing to purchase the 2.3 acre parcel of land at 139 Sheldon Ave. for the price of \$1 from Polk County.


PROPOSED MOTION


Recommend a motion to direct the City Manager to agree to purchase the 2.3 acre parcel of land at 139 Sheldon Ave. for the price of \$1 from Polk County.


ATTACHMENTS

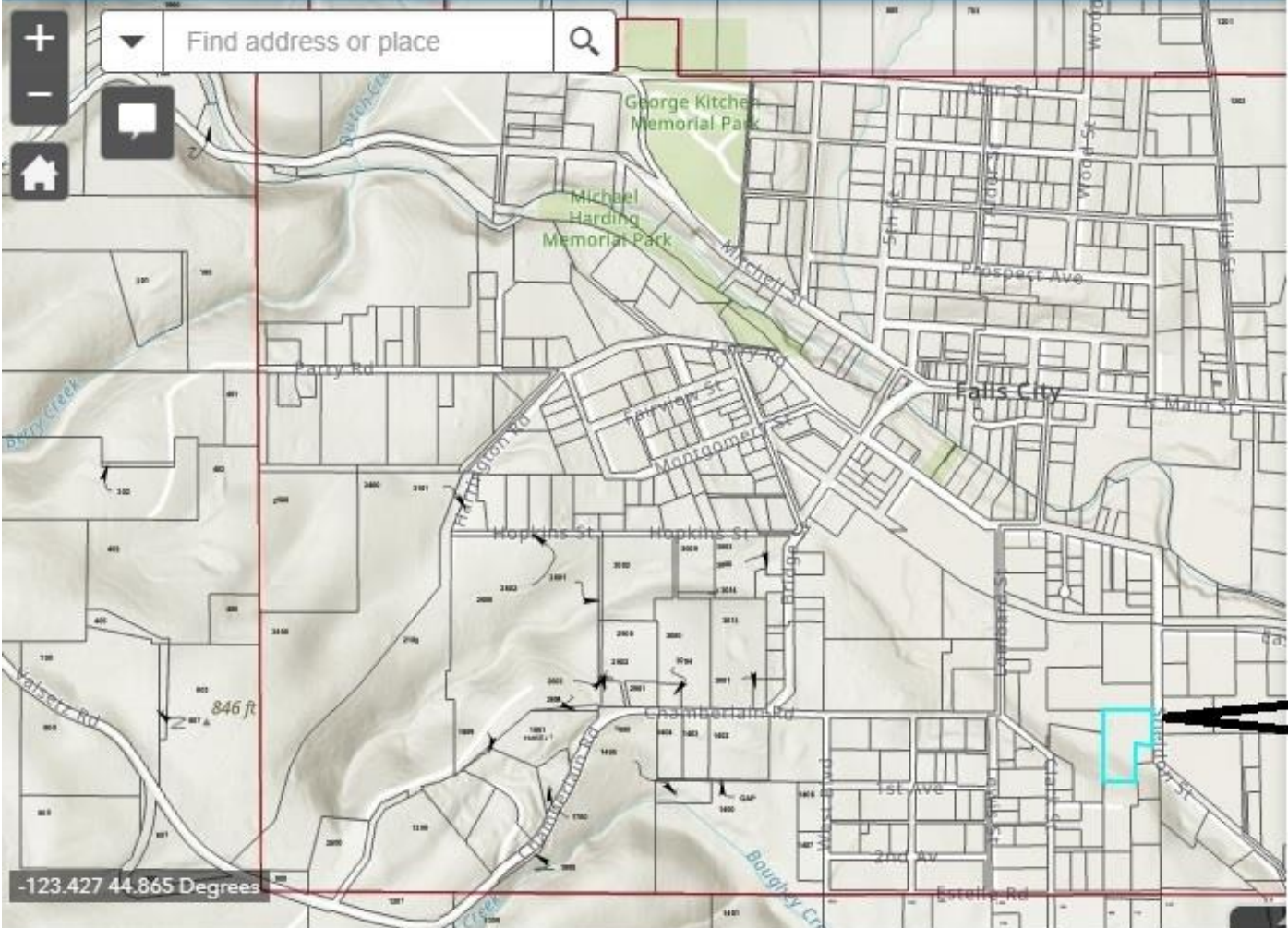
Attachment A – 139 Sheldon Ave. Map
Attachment B – 139 Sheldon Ave. Market Value Assessment
Attachment C – 139 Sheldon Ave. Tax History

ATTACHMENT A

**PCMAPS 5** from Polk County GIS



Find address or place 



-123.427 44.865 Degrees

846 ft

Popup Panel
(1 of 4)

Account #: 562776

Assessor's Report: [Report](#)
Appraisal Report: [Report](#)
Map: [8.6.21CA](#)
Historic Maps: [Historic Map Images](#)
Taxlot: 2302
Owner: POLK COUNTY
Agent:
Mailing: 850 MAIN ST
DALLAS, OR 97338
SITUS:
, OR
Acreage: 2.38 ac

[Zoom to](#) [Clear Selected](#)



Sharon Houck Letter 6-....pdf



Polk County Real Property Assessment Overview

FOR ASSESSMENT YEAR 2021

ASSESSMENT QUESTIONS: (503) 623-9264 *** TAX QUESTIONS: (503) 623-9264

Mailing Name POLK COUNTY
Agent
In Care Of
Mailing Address 850 MAIN ST
 DALLAS OR 97338

Account Status Active
Legal Description Lot; metes and bounds.
 See the Legal Report for a full description.

Property Class 951
RMV Class 101

Unit Info
 17206-1

[View Floorplan](#)

Situs Addresses

Value Summary

Code Area		AV	RMV	MAV	RMV Exception
5701	Land		\$126,000		Land \$0
	Improvements		\$1,490		Improvements \$0
Code Area Total		\$66,320	\$127,490	\$66,320	\$0
GRAND TOTAL		\$66,320	\$127,490	\$66,320	\$0

Land Breakdown

Code Area	Plan Zone	Value Source	Size	Land Class
5701	R	Market	2.38 acres	H7
Code Area Total			2.38	
GRAND TOTAL			2.38	

Improvement Breakdown

Stat Class 301 | Farm bldg | GP SHED

Site	Building	Code Area	Year Built	Sq Ft	Image
1	1	5701		437	View Improvement Image

City, School Districts, and Fire Districts

Code Area	District Name	Type
5701	FALLS CITY	CITY
	CHEMEKETA COMMUNITY COLLEGE	SCHOOL
	FALLS CITY SD 57	SCHOOL
	FALLS CITY SD 57 LOCAL OPTION	SCHOOL
	WILLAMETTE ESD	ESD

This report does not display every tax district that may apply to this account. Please contact the Tax Office for additional information.

Sales History

Date	Document (Source ID)	Type	Price	Grantor (Seller)	Grantee (Buyer)
20-Nov-2018	2018-13784	DEED		SECURITY NATIONAL MORTGAGE LOAN TRUST	POLK COUNTY
31-Jan-2007	2007-3401	QC	\$10	SECURITY NATIONAL FUNDING TRUST	HIRBECK TERRY F & NARAYAN I D, AGT
16-Jun-2006	2006-11118	QC	\$10	SNGC, LLC	HIRBECK TERRY F & NARAYAN I D, AGT
16-Dec-2005	2006-11116	ASGN	\$70,065	WESTERN UNITED LIFE ASSURANCE CO	HIRBECK TERRY F & NARAYAN I D, AGT
20-Aug-2002	2002-12594	WD		BANK OF NEW YORK, TR	HIRBECK TERRY F & NARAYAN I D, AGT
25-May-2002	2002-8452	DEED	\$68,450	BANK OF NEW YORK, TR	HIRBECK TERRY F & NARAYAN I D, AGT
23-May-2002	2002-8453	DEED	\$70,065	BANK OF NEW YORK, TR	HIRBECK TERRY F & NARAYAN I D, AGT
25-Jan-2002	2002-1440	MEM O	\$89,000	BANK OF NEW YORK, TR	HIRBECK TERRY F & NARAYAN I D, AGT
17-Apr-2000	2001-1028	DEED	\$48,168	METROPOLITAN MORTG/SECURITIES CO,INC	HASLEBACHER GEORGIA J, AGT
17-Apr-2000	2000-5983	DEED	\$48,168	WESTERN UNITED LIFE ASSURANCE COMPANY	HASLEBACHER GEORGIA J, AGT

Special Assessments

Code Area	Description	Year	Acres	Amount
5701	OR FORESTRY FIRE SURCHARGE	2021	0.00	47.50
5701	OR FORESTRY FIRE TIMBER	2021	2.38	18.75

Notations

Code Area	Notation	Years	Value	Tax
	FP/RFPD OVERLAP ZONE - NO CODE SPLIT			
	FORESTRY PER ACRE PROTECTION CHARGE			

STATEMENT OF TAX ACCOUNT
POLK COUNTY TAX COLLECTOR
850 MAIN ST
DALLAS, OREGON 97338-3184
(503) 623-9264

4-Nov-2021

Tax Account #	562776	Lender Name	
Account Status	A	Loan Number	
Roll Type	Real	Property ID	5701
Situs Address		Interest To	Nov 15, 2021

Tax Summary

Tax Year	Tax Type	Total Due	Current Due	Interest Due	Discount Available	Original Due	Due Date
2018	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2018
2017	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2017
2016	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2016
2015	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2015
2014	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2014
2013	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2013
2012	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2012
2012	FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Nov 15, 2012
2012	FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct 18, 2016
2012	FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Aug 24, 2017
2011	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$668.20	Nov 15, 2011
2010	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$643.69	Nov 15, 2010
2009	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$630.89	Nov 15, 2009
2008	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$604.82	Nov 15, 2008
2007	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$593.62	Nov 15, 2007
2007	FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	Jul 24, 2012
2007	FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	Oct 14, 2011
2007	FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$164.16	Aug 12, 2011
2006	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$509.55	Nov 15, 2006
2005	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$476.84	Nov 15, 2005
2004	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$487.22	Nov 15, 2004
2003	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$466.32	Nov 15, 2003
2002	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$455.38	Nov 15, 2002
2001	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$453.58	Nov 15, 2001
2000	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$434.11	Nov 15, 2000
Total		\$0.00	\$0.00	\$0.00	\$0.00		

AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER FOSCOLI
SUBJECT: PREMIUM PAY FOR ESSENTIAL WORKERS
DATE: NOVEMBER 8, 2021

BACKGROUND

The COVID-19 pandemic has had a monumental impact on our society and the disruption that it has caused is still being felt on a daily basis. Lockdowns, loosening restrictions, surges in infection leading to stricter restrictions followed by plateaus in infections, have created stressful levels of uncertainty whose greatest impact has been felt by essential workers. Throughout the pandemic, Falls City staff has maintained services, albeit with reduced hours at times due to COVID outbreaks, subsequent quarantines, health scares and community-wide emergencies. All of these challenges have been taken on by staff with a stoic professionalism rarely seen, especially in a community as small as this, with so few fulltime employees to carry out essential services.

SUMMARY

After careful consideration of all of the hard work that Falls City staff has done in the past 2 years in the face of unprecedented challenges due to COVID, and after careful review of eligible uses of ARPA funds, it is incumbent on me as a City Manager to attempt to mitigate the toll that these 24 months have had on employees. As can be seen from the attachments, the ability to give staff premium pay bonuses is an eligible use of ARPA funds, and thus it is my strong recommendation that the council support this action.

My intention is to give the equivalent of a full month's pay bonus to each employee in addition to their regular paycheck sometime in early December, so as to help the employees and their families before the holidays.

Though I know that this is an unprecedented financial action, we live in unprecedented times, and I feel that it's important to work as best as we can on the retention of our valuable staff.

Attached is a list of eligible uses for ARPA funds to show the legality of this action, as well as the intention by the federal government to assist state, county and local organizations in retaining their vital employees.

STAFF RECOMMENDATION

Staff recommends that the City Manager remit the equivalent of 1 month's paycheck as Premium Pay to the staff.

PROPOSED MOTION

Recommend a motion to direct the City Manager to remit the equivalent of 1 month's paycheck as Premium Pay to the staff.

ATTACHMENTS

Attachment A – State and Local Fiscal Recovery Funds (ARPA)

Attachment B – Eligible uses of ARPA funds

Attachment C – Staff Wage Comparisons

Note: these categories are a summary of categories you will be required to use in reports to the U.S. Treasury. See pages 31-32 of the [US Treasury Guidance document](#).

Public Health: COVID-19 vaccination, testing, contact tracing, prevention, PPE, medical expenses

Public Health: Capital investments, physical plant changes, payroll costs, other public health expenses

Public Health: Mental health, substance use, or other public health services

Negative Economic Impacts: Household assistance

Negative Economic Impacts: Unemployment benefits, cash assistance for unemployed, job training assistance

Negative Economic Impacts: Contributions to UI trust funds

Rehiring public sector staff

Negative Economic Impacts: Small business economic assistance

Negative Economic Impacts: Aid to nonprofits, tourism/travel/hospitality, other impacted industries or economic support

Services to Disproportionately Impacted Communities: Education assistance

Services to Disproportionately Impacted Communities: Healthy childhood environments

Services to Disproportionately Impacted Communities: Housing support

Services to Disproportionately Impacted Communities: Social determinants of health

Premium Pay: Public sector employees

Premium Pay: Grants to private sector employers

Infrastructure: Clean water

Infrastructure: Drinking water

Infrastructure: Broadband

Infrastructure: Other

Revenue replacement: Provision of government services

Administrative expenses, evaluation, data analysis, transfers to other units of government

Eligible uses of ARPA funds include:

- Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency,
- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery,
- Premium pay for essential workers,
- Investments in water, sewer, and broadband infrastructure.

Average Salary or Annual Wage

City	Population	FTE Count	Admin. Assistant	City Manager / Administrator	City Recorder	Fire Chief	Finance Director	Public Works Director
Adams	375	3.25			32,778.00			44,406.00
Amity	1,640	9.325		62,500.00	53,301.00			50,304.00
Athena	1,175	5.6	42,900.00		55,640.00	2,700.00		
Aumsville	3,970	17.8	48,384.00	102,288.00	53,772.00		76,320.00	89,472.00
Brownsville	1,705	5	32,000.00	85,000.00				78,000.00
Butte Falls	430				31,200.00	41,600.00	26,000.00	21,320.00
Carlton	2,205			92,085.00	42,830.00		68,470.00	73,735.00
Cascade Locks	1,310	15		85,000.00	63,544.00	49,774.00	60,153.00	49,400.00
Coburg	1,085	14	34,820.00	90,000.00	54,000.00		72,000.00	71,100.00
Condon	685		15,600.00	57,500.00				45,000.00
Culver	1,420	3.25		65,203.00				45,600.00
Depoe Bay	1,440	14	44,421.00		68,886.00		48,829.00	82,581.00
Drain	1,160	10	48,300.00	81,000.00				79,460.00
Dunes City	1,325				40,706.00			
Durham	1,880	1.69	31,092.00	65,400.00				
Echo	705	4.6		64,638.00				57,171.00
Estacada	3,280	20	45,868.00	97,054.00	83,839.00			76,045.00
Falls City	1,000	5	16,000 (*)	65,000.00	39,000.00	4,900		42,000.00
Glendale	875	5	27,102.00		49,250.00			39,329.00
Haines	415	2.9			39,000.00			31,200.00
Halfway	290	4			26,000.00			32,300.00
Halsey	925	4.75	39,062.00	59,051.00				58,697.00
Harrisburg	3,655	13.325		92,460.00	61,221.00		74,475.00	73,120.00
Helix	195	2.25			8,000.00			37,632.00
Jordan Valley	175	2			12,540.00			37,212.00
Joseph	1,120		15,600.00	80,000.00		14,400.00		53,000.00
King City	3,630	12		97,750.00	41,124.00		51,405.00	37,000.00
Lafayette	4,095	9.25	40,548.00	92,640.00		65,458.00	48,818.00	60,000.00
Lexington	255	2						
Long Creek	195	0			8,500.00		15,000.00	
Lostine	215	1			12,000.00			
Lowell	1,070	5.5		79,992.00	47,943.00			62,491.00

Average Salary or Annual Wage

Lyons	1,180	3.52	8,100.00		40,000.00			23,000.00
Malin	815	3			42,022.00			54,600.00
Monroe	620	3.5		62,000.00				58,710.00
Myrtle Creek	3,490			86,000.00	39,900.00		57,708.00	59,148.00
Myrtle Point	2,535		40,901.00	68,500.00		66,660.00	52,548.00	
Nehalem	280			58,860.00				61,620.00
North Powder	445	2			23,400.00			33,180.00
Oakland	945				44,675.00			46,017.00
Philomath	4,710	25		104,628.00	57,336.00		94,032.00	85,608.00
Port Orford	1,145	13		68,693.00			67,952.00	
Powers	695				33,280.00	3,516.00	26,000.00	31,200.00
Rivergrove	500	0.5						
Rockaway Beach	1,350	16	55,600.00	98,523.00	73,836.00		66,540.00	87,101.00
Rogue River	2,220	15	32,472.00	76,716.00	46,977.00		53,445.00	56,546.00
Scio	905	5	42,152.00	79,000.00				67,680.00
Scotts Mills	370	0.62			11,725.00			
Shady Cove	3,105	5	36,700.00	67,300.00				
Siletz	1,235	5			60,741.00			60,741.00
Sodaville	335	1.25		27,000.00				39,500.00
Spray	160	0						
Stanfield	2,145	12.5		65,520.00			34,560.00	61,920.00
Sumpter	205	2			25,000.00			36,000.00
Tangent	1,235	2.5		73,903.00			67,205.00	
Union	2,150		53,000.00	60,000.00	60,000.00	9,600.00		53,000.00
Vale	1,915	9	35,000.00	72,000.00				
Veneta	4,785	16.5	46,989.00	107,448.00	46,920.00		81,444.00	93,264.00
Waldport	2,095		33,614.00	108,212.00	59,033.00		63,783.00	81,013.00
Wallowa	805		30,000.00		37,000.00			60,600.00
Waterloo	235	0.25			14,681.00			
Weston	685		32,427.00		42,348.00			47,917.00
Wood Village	3,920		50,000.00	120,000.00			101,000.00	101,000.00
Yachats	740	8		75,000.00				
Yamhill	1,075	8	48,900.00		63,775.00			72,700.00
Yoncalla	1,065		39,811.00	43,700.00				

Polk Cemetery Savers Report

Mr. Foscoli,

We are finished for the year at the Upper Cemetery. We have finished through plot 105. All of the headstones that were loose or leaning and in danger of falling have been repaired and/or plumbed. There is some minor work to be done in a couple of those plots but requires warm, dry weather. We'll get to those next year, probably in May or June. There are about 30 markers left in the Southern Section of the cemetery to clean and raise to grade. We'll do those when we return next March, weather permitting. One family doesn't want their plot touched.

The porta-potty can be removed. The crushed rock that is left will be raked into a pile next season and used. If we need more rock, I'll bring it from the pile I have at my house.

There is a large debris pile at the NE corner of the cemetery. There is also four large heavy damaged bases and chunks of concrete spread throughout the cemetery. The bases and concrete are marked with orange marking paint. They can be removed at the cities' convenience. Some of the families have raked plots and left the leaves in piles near the access road on the East side.

There are quite a few unmarked graves. The cemetery map shows burials but no markers. If the cemetery board wants to place markers at the sites, I'll put them in contact with a member of the Pedee Cemetery board. They placed about thirty markers at two of their pioneer cemeteries that had graves marked with cement edging. I'll attach a picture of one of the markers. I think the markers cost about \$40.00 each including the pavers they are epoxied to. If Falls City wants to go this route, we'll place them and epoxy the markers to the pavers next year.

If you have any questions or the Cemetery Board wants to talk to me, please let me know.

Regards,

Lloyd Collins
Polk Cemetery Savers



AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER FOSCOLI
SUBJECT: CODE ENFORCEMENT CONTRACT AMENDMENT
DATE: NOVEMBER 8, 2021

BACKGROUND

The City of Falls City has in the past pursued a code enforcement program to ensure that health and safety were front and center in the residents' minds. Due to staffing turnover, as well as financial challenges of sustaining a part-time position with limited funds, the code services officer position has now been vacant for more than 2 years. Since code enforcement is one of the council's stated goals, work has been going on to bring back a program that could be sustained with the limited funds available. In a previous council meeting, the council decided to enter into a contract agreement with the City of Dallas for part-time code enforcement services.

SUMMARY

Falls City council approved entering into a contract with the city of Dallas for code enforcement services at the council meeting on September 13. Starting on October 1, Mark Lapinskas, Dallas' most senior Code Enforcement officer was touring the city along with city staff to familiarize himself with the various levels of code non-compliance, focusing on health & safety issues, that have been occurring in the community. Unfortunately, both for the City of Dallas and by extension the City of Falls City, Mark has accepted an offer of employment with a different organization. This leaves the City of Dallas understaffed and unable to fulfill their contract agreement. Thusly, they have sent a contract amendment that reflects their inability to provide agreed-upon services. The amendment states that at such a time as the City of Dallas has enough staff capacity, they will resume their code enforcement services in Falls City. Attached is the Contract Amendment.

STAFF RECOMMENDATION

Staff recommends agreeing to a code services contract amendment with the city of Dallas.

PROPOSED MOTION

Recommend a motion to direct the City Manager to agree to a code services contract with the city of Dallas.

ATTACHMENTS

Attachment A – Code Enforcement Contract Amendment

AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF FALLS CITY
AND THE CITY OF DALLAS
FOR THE PROVISION OF CODE SERVICES
AND RELATED SERVICES

The City of Dallas, Oregon (Dallas) and the City of Falls City, Oregon (Falls City) are parties to that Intergovernmental Agreement for the Provision of Code Services and Related Services by Dallas for Falls City (Agreement), dated September 28, 2021.

Section 9 of the Agreement provides that the Agreement may be amended by amendment approved by each party and signed by an authorized representative of each party.

The Dallas Code Enforcement Officer, who was to provide the code enforcement and related services under the Agreement has left the employment of Dallas, such that Dallas does not have the personnel to perform the services contemplated in the Agreement. Dallas will recruit for a new Code Enforcement Officer, but will be unable to provide the contemplated services until the new Code Enforcement Officer has been hired and trained.

In view of the foregoing, the parties hereby agree to amend the Agreement as follows:

1. The term of the Agreement as set forth in Section 3 of the Agreement shall be suspended and shall not commence until Dallas has hired and trained a Code Enforcement Officer and has sufficient trained code services staff to be able to provide the services described in the Agreement. Dallas will notify Falls City when it is prepared to commence again to provide the services in the Agreement and the suspension of the Agreement will end on the date Dallas begins to provide such services.

2. Falls City's obligation to pay for services as provided in Section 3 of the Agreement shall likewise be suspended during the suspension of the Agreement and will prorated to the date that Dallas commences to provide services under the Agreement.

3. All other obligations of the parties under the Agreement will likewise be suspended during the suspension of the Agreement.

4. This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one amendment binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.

CITY OF DALLAS

By: _____

Name: _____

Title: _____

Date: _____

CITY OF FALLS CITY

By: _____

Name: _____

Title: _____

Date: _____